



City of Fredericksburg  
COMMUNITY PLANNING & BUILDING DEPARTMENT  
715 Princess Anne Street / P.O. Box 7447  
Fredericksburg, VA 22404  
Telephone: 540-372-1179 Fax: 540-372-6412

## CERTIFICATE OF ZONING USE PERMIT

**This is a:** Change of Address / Change of Ownership / New Business (Fee: **\$30.00**)

Business Name: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Business Location: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description of Business: \_\_\_\_\_ Start Date: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Business Owner Mailing Address: \_\_\_\_\_

Previous use of property: \_\_\_\_\_ Proposed Use (be specific): \_\_\_\_\_

No. of off-street parking spaces: \_\_\_\_\_ Square Footage to be used: \_\_\_\_\_

Is this property located in the Historic District? Yes \_\_\_\_ No \_\_\_\_

CZU will be issued by the Building Services Department along with an approved Occupancy Permit.

How would you like to receive your permit once issued? E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Mail: \_\_\_\_\_

By signing below you are certifying that the above information is correct and you understand that this permit only applies to the address noted above. **If you move from this location, you will need to apply for a new "Certificate of Zoning Use Permit."**

\_\_\_\_\_  
Name of Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

SIGNS PLACED ON THE PROPERTY WILL REQUIRE SUBMITTAL OF A SIGN APPLICATION.  
THIS APPLICATION ONLY CERTIFIES COMPLIANCE WITH ZONING REGULATIONS. THIS  
APPLICATION IS NOT A CERTIFICATE OF OCCUPANCY.

*For Completion by Community Planning & Building Department*

Approved

Disapproved

**Zoning Designation:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Zoning Administrator**

\_\_\_\_\_  
**Date**

Copy to:  Building Services Division  
 Commissioner of Revenue

Fire Marshal  
 Economic Development

Police (Support Services Division Commander)

## **CERTIFICATE OF OCCUPANCY PERMIT**

A Certificate of Occupancy is required for all new businesses occupying a commercial space within the City. An application can be obtained in the Building Services Division, City Hall, Room L6, Lower Level. If you have any questions, please contact us at 540-372-1080.

## **BUILDING PERMITS**

To build a new building or structure, make additions and/or alterations, or change the use of an existing building requires a Building Permit from the Building Services Division, City Hall Room L6, Lower Level. All work proposed within the Historic District requires a Certificate of Appropriateness from the Architectural Board before a permit will be issued.

Anyone with questions concerning the Building Permit process, whether a building permit would be required, information about permit fees, or applicable Building Code regulations may contact the Building Official or the Deputy Director for Building Services Division, 540-372-1080.

## **SIGN PERMIT**

A Sign Permit is required for all signs erected or placed on property or buildings in the City. Applications may be obtained in the Community Planning & Building Department, City Hall, Room 209, 540-372-1179. All signs proposed for property in the Historic District require a Certificate of Appropriateness from the Architectural Review Board before a sign permit will be issued. In addition all portable signs displayed in the Historic District require a Portable Sign Permit.

## **BUSINESS LICENSE**

A Business License is required for anyone wishing to operate a business within the City. A Business License Application can be obtained in the Commissioner of Revenue's office, Room 102, City Hall, 540-372-1004. **Approval of an Occupancy Permit and a Zoning Permit must be obtained before a Business License will be issued.**

## **FENCE/WALL PERMIT**

Construction of a wall or fence taller than 6 feet will require a building permit. Applications may be obtained in the Community Planning & Building Department, City Hall, Room 209, 540-372-1179. All work proposed within the Historic District requires a Certificate of Appropriateness from the Architectural Board before a permit will be issued.

## **SIDEWALK CAFÉ LICENSE**

Restaurants in the Historic District with outside seating require a Sidewalk Café License. Applications are available in the Community Planning & Building Department, City Hall, Room 209, 540-372-1179.

## **FOR ADDITIONAL INFORMATION**

Community Planning & Building and Zoning Office, City Hall, Room 209, 540-372-1179  
Architectural Review Board, City Hall, Room 209, 540-372-1179  
Commissioner of the Revenue, City Hall, Room 102, 540-372-1004  
Building Services Division, City Hall, Room L6, 540-372-1080  
**[www.fredericksburgva.gov](http://www.fredericksburgva.gov)**

## S. Zoning Permit

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### 1. General Description

The term “Zoning Permit” is the process used for review of several different application types, including:

#### **By the Zoning Administrator:**

- **Accessory Structure Permit** – A permit required for construction of any accessory structure subject to the standards in UDO Section 72-42.  
<https://www.fredericksburgva.gov/documentcenter/view/340>
- **Antenna Structure Permit** – A permit required before to ensure that proposed antennas or other structures are permitted in the zoning ordinance and that they comply with all zoning requirements in the UDO.  
<https://www.fredericksburgva.gov/Search?searchPhrase=Antenna%20Structures%20Permit%20Application&page=1&perPage=10>
- **Certificate of Zoning Use** – A document indicating that a proposed development or use complies with all zoning-related requirements in the UDO.  
<https://www.fredericksburgva.gov/documentcenter/view/345>
- **Fence/Wall Permit** – A permit required for construction of any permanent fences or walls two or more feet in height subject to the standards in UDO Section 72-56.  
<https://www.fredericksburgva.gov/documentcenter/view/7984>
- **Home Occupation Permit** – A permit required before a homeowner or renter may operate a business out of a residential dwelling, subject to the standards in UDO Section 72-42.6.D.  
<https://www.fredericksburgva.gov/documentcenter/view/9889>
- **Homestay Permit** – A permit required before a property owner can use a residence for short term lodging rental, subject to the standards in UDO Section 72-42.6.E.  
<https://www.fredericksburgva.gov/documentcenter/view/10528>
- **Temporary Use Permit** – A permit required prior to operation of a temporary use or installation of a temporary structure, subject to the standards in UDO Section 72-43.  
<https://www.fredericksburgva.gov/documentcenter/view/360>

#### **By the Development Administrator:**

- **Sign Permit** – A permit required for installation of a sign, subject to the standards in UDO Section 72-59.  
<https://www.fredericksburgva.gov/documentcenter/view/357>

#### **By the Stormwater Administrator:**

- **Land Disturbance Permit** – A permit required for all development located in the Chesapeake Bay Preservation Overlay District (CBPO) that will disturb 2,500 square feet or more of ground area in Resource Management Areas or 10,000 square feet or more in all other areas, subject to the standards in UDO Section 72-34.5.  
<https://www.fredericksburgva.gov/documentcenter/view/7078>

## 2. Review Procedure

- a. Applicant submits an application and fee to the office of the Zoning Administrator, Development Administrator, or Stormwater Administrator, as appropriate.
- b. The Administrator reviews the application for UDO compliance within 15 days.
- c. The Administrator may approve, approve with conditions, or deny the application.
- d. Decisions of the Zoning Administrator may be appealed to the Board of Zoning Appeals within 30 days of the decision date in accordance with Code of Virginia Section 15.2-2311.

## 3. Things to Know

### Certificates of Zoning Use

Certificates of Zoning Use are required for all forms of development, a new use, change in use, change in ownership (prior to obtaining a business license), or change in the business location. A Business License must be obtained from the Commissioner of Revenue before any nonresidential use begins to operate in the City.

### Home Occupation Permit

Anyone conducting a home-based business must obtain a Business License from the Commissioner of Revenue after obtaining a Home Occupation permit from the Planning Office.

### Signs

The design of signs in Historic Districts requires a Certificate of Appropriateness from the Architectural Review Board. The design of signs in the Princess Anne Gateway Corridor Overlay and Lafayette Boulevard Gateway Corridor Overlay require approval of the Development Administrator. Signs being erected, constructed, posted, painted, altered, or relocated require a sign permit. Applicants should check with the Development Administrator before modifying or adding any signage.

## 4. Submittal Requirements

Applications are available on the City's website or in the Planning Services Division and Building Services Division. Links to the applications are also available in Part 3 of this Procedures Manual.

### Process Flow Chart **Administrative Permit**

