

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 from the Building Department or on the City website. 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. 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 from the Community Planning & Building Department or on the City website. 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 from the Commissioner of Revenue's office or on the City website. **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 from the Community Planning & Building Department or on the City website. 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 from the Community Planning & Building Department or on the City website.

FOR ADDITIONAL INFORMATION

Architectural Review Board - 540-372-1179
Commissioner of the Revenue - 540-372-1004
Building Services Division - 540-372-1080