



## **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**

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