



601 Caroline Street, Suite 400
PO Box 7447
Fredericksburg, Virginia 22404-7447
540-372-1179
planning@fredericksburgva.gov

CERTIFICATE OF ZONING USE PERMIT

This is a: Change of Address / Change of Ownership / New Business/ Other: _____ (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.

This is NOT a Certificate of Occupancy. Approval of an Occupancy Permit and a Zoning Permit must be obtained before a Business License will be issued.

How would you like to receive your permit once issued? Circle One: *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 business address noted above. **If you move from this location, you will need to apply for a new Certificate of Zoning Use Permit. See reverse side of application for additional permit requirements.**

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.

For Completion by Community Planning & Building Department

Approved

Disapproved

Zoning Designation: _____

Comments: _____

Zoning Administrator

Date

Copy to: Building Services Economic Development Fire Dept. Police Dept (Support Services Div)

OTHER REQUIRED PERMITS/LICENSES

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 or building@fredericksburgva.gov.

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