



Electronic Commercial Business Use ONLY Checklist

You must submit an electronic copy along with a paper copy

***Name changes only. If the name of your business changes, or your trading names changes, but your Federal identification number remains the same, you do not need a new business use permit from the Zoning Office.**

- 1. Completed Application Form.
* Legal Landowner signature required or a signed copy of the current lease must be submitted.
- 2. Correct Tax Map Number (Staff Verified)
- 3. Two (2) Site Location Plans (Which shows Building Location, Vehicle Storage if applicable & Parking **ONLY**)

Is the existing parking **GRASS GRAVEL ASPHALT** ? (Please circle one)

Please provide the number of existing parking spaces available. _____

If the parking area is being altered, please provide a description of the proposed changes.

- 4 Two (2) Scaled drawings of building to be occupied (Interior Space)
Must include location of offices, rest rooms, entrances and exits.
****This is not required for an ownership change only****
- 5. Completed Plan Review Building Use Information Sheet ****Attached****
- 6. One (1) copy of Health Permit for all businesses providing on site food service for Building review.
- 7. For Vehicle Towing and impoundment lots must provide a copy of signed lease and notarized affidavit (provided by County) for open storage of vehicles in Industrial 1 and 2 Zoning Districts.
If applying for the Spotsylvania County Towing List, include a completed copy of the Tow Application Form from the Spotsylvania County Sheriff's Office.

Note: If you are approved for a Massage Parlor and/or Massage therapy use permit. Applicant must also obtain required permit from the County Attorney office and a background check from the Sheriff's office in accordance with Chapter 11.1A of the Spotsylvania County Ordinance.

Please note open storage of vehicles is only allowed in Industrial 1 and Industrial 2 Zoning Districts or an approved and/or non-conforming salvage yard. A vehicle towing and storage/impoundment lot is not allowed in Commercial 1, 2 or 3 Zoning Districts. In Industrial 1 and 2 Zoning Districts no more than (5) five vehicles incapable of operating on the highways of the Commonwealth of Virginia are allowed to be stored on these premises per tenant with approved business.

For Office Use Only

Date Received: _____

Received By: _____

COMMERCIAL PLAN REVIEW BUILDING USE INFORMATION SHEET



County of Spotsylvania
Community Development
Building Safety Department

Application Number: _____

Project Name: _____

- ❖ **A permit is required for any renovations (example i.e. removing a wall, building a wall, electrical, plumbing, new HVAC/cooking equipment under a hood, rack storage, increase occupant load.)**
- ❖ **A Building Permit is required when the Uniform Statewide Building Code Requires a greater degree of Fire Protection, Accessibility, structural strength, means of Egress, ventilation or Sanitation.**

Please fill this document out completely. It will be reviewed by a Building Office Plan Reviewer. He will determine if a permit is required by the Building Office. **A plan reviewer may contact you to discuss the information you have provided.**

1. What is the current or previous use of the space or building?
Provide name of previous business if known
(**Example:** office, daycare, church, automotive repair garage etc.)

2. What is the proposed use of the Space or building? **Describe in detail**
(**Example:** Daycare, Church, office, automotive repair garage etc.)

3. Describe any renovations that are taking place:
(**Example:** removing walls, building walls, electric, plumbing HVAC, adding or changing equipment under a hood, adding rack storage, new signs)

Plan Review comments: _____

Signature of Owner/Agent

Date

Printed Name

Contact number