



Commercial Business Use ONLY Checklist

Please note: Plans must be drawn to scale. If plans are larger than an 11X17 sheet of paper, please refer to the electronic checklist.

***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.

- Completed Application and Include One of the Following Signature Requirements:**
- Landowner Signature on the application itself
 - Signed Lease Agreement Between the Landowner and Tenant
- Correct Tax Map Number (Staff Verified)**
- Three (3) Plot Plan Showing the Following:**
- Building Location
 - Parking
 - Vehicle Storage (if applicable)
- Please Answer the Following Questions Regarding Parking:**
- Is the existing parking **GRASS GRAVEL ASPHALT** please circle one?
 - How many existing parking spaces are available? _____
 - Is the parking area is being altered? If so, please provide a description of the proposed changes:

- Three (3) Scaled Drawings Showing the Following:**
(This is not required for an ownership change only)
- All offices, hallways, and bathrooms with dimensions
 - Entrances and Exits
 - Stairwells (if applicable)
- Complete the Checklist with the Following:**
- Code Compliance Preliminary New Business Use Questionnaire (Attached)
 - Commercial Plan Review Building Use Information Sheet (Attached)
- Two (2) Copies of Health Permit for All Businesses Providing On-Site Food Services**
- Massage Parlor/Massage Therapy:** Yes: _____ No: _____
- *If YES, Applicant must also obtain required permit from the County Administrator's Office and a background check from the Sheriff's Office in accordance with Chapter 11.1A of the Spotsylvania County Ordinance.**
- Vehicle Towing and Impoundment Lots Must Provide the Following:**
- Signed Lease
 - Notarized Affidavit (provided by County) for open storage of vehicles in an Industrial 1 and 2 Zoning Districts.
 - Tow Application Form (provided by Sheriff's Office) (if applicable)

****If your business requires a DMV Certification Letter signed by the Zoning Department please notify the Intake Staff – Additional Fee Apply****

****Open storage of vehicles is only allowed in Industrial 1 and Industrial 2 Zoning Districts. A vehicle towing and storage/impoundment lot is not allowed in Commercial 1, 2 or 3 Zoning Districts.**



COMMERCIAL PLAN REVIEW BUILDING USE INFORMATION SHEET

County of Spotsylvania
Community Development
Building Safety Department

Business Name: _____

Permit Number: _____

- A Renovation 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.
- 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 your business functions in detail.**
(*Example:* Daycare, Church, office, automotive repair garage etc.)

3. **Describe ALL 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)

Signature of Owner/Agent

Date

Printed Name

Contact Number

For Office Use Only: Plan Reviewer Comments:
