



# Powhatan Building Inspections

## NEW OCCUPANCY REQUIREMENTS

### Permit Process

We are here to help you through the process of receiving a Certificate of Occupancy for your new location in Powhatan County. This process is required by the Virginia Building Code and is important for you to complete prior to your business opening at its new location to ensure that your new space is safe for your employees and customers.

A completed Commercial Building Permit Application is required. Once the application has been reviewed and approved, on-site inspections can be performed. After all inspections are passed, then a Certificate of Occupancy can be issued.

Once the Certificate of Occupancy is issued, you will then be able to apply for a Powhatan County Business License.

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### Checklist

These are the items that we will need to process your application for a Certificate of Occupancy for the new location of your business here in Powhatan County.

- Commercial Building Permit Application
- Floor plan that depicts the existing space, as well as any proposed changes to the space
- Owner's Affidavit Form
- Payment of \$150.00 required for all new Certificate of Occupancy applications

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#### Required Items on Floor Plan

- ◆ Label and name all rooms
- ◆ Note location and size of all fire extinguishers
- ◆ Marked emergency escape fire exits
- ◆ Indicate the quantity of all plumbing fixtures (toilets, lavatories, mop sinks, drinking fountains)
- ◆ Dimensions of each room and square footage of each space along with its proposed use.

#### Areas the County will Inspect

- ◆ Panel box, is it fully labeled?
- ◆ Are the egress lights and exit signs functional with battery backup?
- ◆ Is the bathroom signage and ADA bars in place?
- ◆ Do the electrical outlets test ok?
- ◆ Do the fire extinguishers meet code?
- ◆ Are ADA counters provided where needed?
- ◆ Are the plumbing systems operational and meet requirements?
  - ◆ *Depending on the space and use, other requirements may be necessary.*

## OTHER IMPORTANT RESOURCES

**Planner II – Sean Clendening**

804-598-5621 x2301

[sclendening@powhatanva.gov](mailto:sclendening@powhatanva.gov)

**Economic Development - Roxanne Salerno**

Economic Development Program Manager 804-598-4890

[rsalerno@powhatanva.gov](mailto:rsalerno@powhatanva.gov)

**Fire Marshal's Office – Leon Sydnor**

804-598-5646

[lsydnor@powhatanva.gov](mailto:lsydnor@powhatanva.gov)

**Powhatan Chamber of Commerce – Nicole Riley**

Executive Director 804-598-2636

[director@powhatanchamber.org](mailto:director@powhatanchamber.org)

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## QUESTIONS?

Call or email:

**David Dunivan, Building Official**

804-598-5622 x2012

[ddunivan@powhatanva.gov](mailto:ddunivan@powhatanva.gov)

**Permit Center**

804-598-5622

## COMMUNITY DEVELOPMENT DEPARTMENT

### Building Inspections

3834 Old Buckingham Road Ste. F

Powhatan, VA 23139

Main Line: 804-598-5622

Hours: 8:30 AM – 5:00 PM



# Welcome to Powhatan County

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**COUNTY OF POWHATAN**  
Building Inspections Department  
3834 Old Buckingham Road, Suite F  
Powhatan, VA. 23139  
(804) 598-5622  
www.powhatanva.gov

**COMMERCIAL CONSTRUCTION  
TENANT UPFIT  
Permit Application**

PERMIT NUMBER: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**LEASE OR OWNER NAME:** \_\_\_\_\_  
Last name First name Middle initial

**MAILING ADDRESS:** \_\_\_\_\_ **SITE ADDRESS:** \_\_\_\_\_  
(If different)

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

SETBACKS OF PROPOSED BUILDING: FRONT: \_\_\_\_\_ BACK: \_\_\_\_\_ RIGHT: \_\_\_\_\_ LEFT: \_\_\_\_\_

DISTANCE TO NEAREST BUILDING ON SAME LOT: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ TOTAL ACREAGE OF LOT: \_\_\_\_\_

HEALTH DEPT. PERMIT NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

WATER: (Check one)  Public  Private Well SEWAGE: (Check one)  Public  Private Septic

STRUCTURE: (Check one)  ADDITION  ALTERATION  NEW CONSTRUCTION  TEMPORARY

**NATURE OF WORK:** \_\_\_\_\_  
(Include name of business)

**DESCRIBE THE BUSINESS USING THIS SPACE:** \_\_\_\_\_  
\_\_\_\_\_

**OWNER/LESSEE:** \_\_\_\_\_ STATE LICENSE NO. \_\_\_\_\_  
Last name, First name Middle initial

TRADING AS: \_\_\_\_\_ CLASS: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ SPECIALTY CLASSIFICATION(S): \_\_\_\_\_  
PHONE: \_\_\_\_\_

BUSINESS LICENSE NO. \_\_\_\_\_ LOCALITY \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

EMAIL ADDRESS: (PRINT CLEARLY) \_\_\_\_\_

**NOTE:**

Two (2) hard-copies and one electronic copy of plans required at time of submittal

When **required** by the Code of Virginia, provide A/E sealed plans.

When A/E sealed plans **are not** required by the Code of Virginia, plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.

**BUILDING INFORMATION**

**Value:** \$ \_\_\_\_\_

**Total Sq Ft:** \_\_\_\_\_

#Stories

Sq Ft 1<sup>st</sup> Floor

Sq Ft 2<sup>nd</sup> Floor

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Sprinklers Y/N

Alarm System Y/N ..... \_\_\_\_\_

Proposed Occupant Load

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Other Work (Specify):

[ ] This permit is associated with another commercial building permit or trade permit. Permit Number: \_\_\_\_\_

**By signing this application, the applicant acknowledges responsibility for the above matters.**

I certify that I am legally authorized to make this application. I also certify that all construction will be executed in accordance with the applicable provisions of the Virginia Uniform Statewide Building Code and the Ordinances of Powhatan County. No portion of the work executed under this permit will be used or occupied until a Final Inspection and/or Certificate of Occupancy is granted.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Applicant is**  Building Owner       Owner's Agent       Contractor/Contractor's Agent

**NOTE:** If the permit applicant does **not** hold a Contractor's license issued by the Virginia Department of Professional and Occupational Regulation, submit a notarized Affidavit of Exemption from Contractor Licensing.

**PERMIT FEES: \$150.00 (includes 2% State Levy)**

All fees plus state levy are to be paid upon application for a permit.

The Commonwealth of Virginia requires every jurisdiction to collect a 2% fee levy on each permit issued. This amount is added to the permit fee collected by the county at the time of application for a permit (e.g., \$77 permit fee + \$1.54 levy = \$78.54 total). Cash, check or charge are the acceptable forms of payment (We do not accept American Express).

**(THIS SECTION TO BE COMPLETED BY COUNTY STAFF)**

Use Group: \_\_\_\_\_ Use Code: \_\_\_\_\_ Fed. Use Code: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Magisterial Dist.: \_\_\_\_\_ Zoning: \_\_\_\_\_

Traffic Area: \_\_\_\_\_ Voting Dist.: \_\_\_\_\_ USBC Edition: \_\_\_\_\_ Hydrologic Unit: \_\_\_\_\_ Route #: \_\_\_\_\_ Floodplain: Y/N

Site Plan # \_\_\_\_\_ Variance/Conditional Use Permit# \_\_\_\_\_ Occupant Load: \_\_\_\_\_

Planning & Zoning Approval \_\_\_\_\_

Building Dept. Approval \_\_\_\_\_