



# Certificate of Occupancy Guide



## City of Roanoke Certificate of Occupancy

Tax Map #:  
Permit #:  
Date Issued:

In accordance with the provisions of the Zoning Ordinance and/or subsequent amendments thereto and including all provisions contained in the Virginia Uniform Statewide Building Code and/or any Amendments, the owner of this certificate is hereby granted permission to use this building or portion thereof as provided below.

Owner of Certificate: \_\_\_\_\_ USBC Code Edition: **2015**  
Business Name: \_\_\_\_\_ Zone: \_\_\_\_\_  
Address: \_\_\_\_\_ Ordinance: \_\_\_\_\_  
Type Construction: \_\_\_\_\_

For Mixed Uses:

Building Size (sqft):	0	Automatic Sprinkler System:	
# Elevators:	0	Required:	
# of Exits:	0	Fire Alarm System:	
# of Stories:	0	Required:	
Zoning Use Class:			

**Special Stipulations & Conditions:**

No change in building use group classification or zoning use class of this building will be permitted without first obtaining a new certificate. Except in 1&2 Family Dwellings, this certificate shall be posted and permanently maintained in a conspicuous location near the main entrance to the building.

Owner of Building: \_\_\_\_\_

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Zoning Administrator

## **What is a Certificate of Occupancy and what is it used for**

A certificate of occupancy is a document issued by the City of Roanoke's Department of Planning, Building, & Development certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy. The purpose of obtaining a certificate of occupancy is to prove that, according to the law, the house or building is in an occupiable condition. Generally, such a certificate is necessary to be able to occupy the structure for everyday use, as well as to be able to sign a contract to sell the space and close on a mortgage for the space.

Certificates of Occupancy are governed in the *Virginia Uniformed Statewide Building Code under Section 116*.

The zoning ordinance also requires Certificates of Occupancy. *Sec. 36.2-523 of the City Code* requires a Certificate of Occupancy to use or occupy any structure or land in which or on which a new use is created or an existing use is changed, converted, enlarged, or moved.

## **When is a Certificate of Occupancy needed**

A new certificate of occupancy may be required by the Zoning Administrator and/or the Building Official. The following are some example cases but is not limited to:

- New Construction
- Increase of the building square footage (commercial)
- Change of primary usage of the building
- Change of usage in tenant spaces
- Requested by the owner or tenant of building

## **When is a Certificate of Occupancy Not Needed**

A certificate of occupancy is not required to start training your staff on daily operations, stocking shelves, staging the building, or anything else not related to operating as an open business.

## **When is a Certificate of Occupancy Issued**

A certificate of Occupancy may be issued at the following times:

- Upon the completion of work for which a permit was issued, after final inspection and when the building or structure is in compliance with the building code, Virginia maintenance code, fire prevention code and zoning ordinance.
- Upon written request from the owner or his agent, for an existing building (provided there are no violations of the Virginia maintenance code or the fire prevention code) and the occupancy classification has not changed. An inspection is required prior to the issuance of the Certificate of Occupancy.

## **What is the process from the submittal of an application to the issuance of a new Certificate of Occupancy**

There are several steps that your application/permit will need to go through before the certificate of occupancy can be issued to you. First you will need to submit a completed application with the relevant accompanying documents (see checklist for submission below). Your application will then be entered into the system, issued a permit number, and given to the reviewers for their approvals. After the reviews have all been approved you will then be able to pay for your permit and pick it up. Once you have your building or certificate of occupancy permit you may then schedule an inspection. Upon passing all of your final inspections your certificate of occupancy will start to be routed around for signatures. Once all signatures have been received you will be contacted that your certificate of occupancy is ready to be picked up. During normal circumstances the time between your final building inspection till you have your new certificate of occupancy in your hands is around 5 business days.

## **I have my new Certificate of Occupancy so now what is my next step**

If you got your new certificate of occupancy due to a change of use for a new business then once you have received your new certificate you may ask for a Zoning Verification for a Business License permit to take up to the Commissioner of the Revenue for your new business license.

## **How much does a Certificate of Occupancy cost**

The cost of a new Certificate of Occupancy is \$30.

## **What is required on the floor plans**

The following is the minimum of what is required to be on the floor plan:

- A Virginia Registered Design Professional (Architect or Engineer) seal is not required, but the drawings must list the name, occupation and address of the designer. Some changes of use may still require a Virginia Registered Design Professional
- Provide room layouts (square footage of rooms, and use of rooms)
- Show the exit doors and the direction they open and what type of surface is on the outside of the door (such as step(s) down, ramp, sidewalk and/or a landing)
- Label any restrooms and designate any that are handicap accessible
- Show any water fountains
- Show any service sink (mop sink)
- Show any emergency and exit lights
- Note if the building is sprinklered or has a fire alarm. (This does not mean smoke detectors)
- Note any accessible entrances
- Show any fire extinguishers
- Uses of other spaces in the building

# Checklist for submission of a new Certificate of Occupancy request

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- Completed Permit Application
- Certificate of Occupancy Information Page
- Floor Plan
- Copy of Existing Certificate of Occupancy, if available

**If you are performing work along with getting a new certificate of occupancy the following may also be needed.**

- Flood Elevation Certificate, if needed
- Asbestos Survey/Certificate, if needed
- Certificate of Appropriateness, if needed



# Application for Certificate of Occupancy

Permit #

Date

The current code in effect is the  
**2015 Virginia Uniform Statewide Building Code**

It is unlawful to use or occupy any structure or land, individually or in combination, in whole or in part, in which or on which a new use is created or an existing use is changed, converted, enlarged or moved until a Certificate of Occupancy is issued per Section 36.2-523, of the City Code which pertains to Zoning Regulations. It is unlawful to use or occupy any building or structure until a Certificate of Occupancy has been issued per Section 116 of the 2015 Edition of the Virginia Uniformed Statewide Building Code.

Property Address  Tax Map #

Business Name  Suite #

Applicant Name

Relationship to Property Owner  Owner  Lessee  Agent  Design Professional

Applicant Address

City  State  Zip Code  Phone #  Cell #

Email Address

New Certificate of Occupancy to be Issued to

Description of Business

I understand that all applications for construction permits, along with all additional required information, must be provided to the Permit Center prior to processing of this application. All information submitted will be reviewed prior to the issuance of a permit. Should a technical plan review be required, the City of Roanoke strives to complete these reviews in ten (10) working days. Should information be missing or additional information be required, the review process may be delayed.  
I also understand that all contractors and subcontractors are required to have the proper trade certifications when required, a current business license for the City of Roanoke and current state licensing when required by the Virginia Department of Professional and Occupational Regulations (DPOR).  
I also understand that I am required to conform to all applicable requirements of the Virginia Uniform Statewide Building Code, the Zoning Ordinance for the City of Roanoke and all other applicable laws and ordinances.  
I also understand that should work that requires a permit be required that a separate permit will need to be obtained.

Initial Here

# Information for Certificate of Occupancy

Please fill out all questions to the best of your knowledge for a more expedited review.

1. What is the type of construction of the building? Choose from below

- |  |  |
|--|--|
| <input type="radio"/> 1A - Non-Combustible / Protected               | <input type="radio"/> 1B - Non-Combustible / Protected                 |
| <input type="radio"/> 2A - Non-Combustible / Protected               | <input type="radio"/> 2B - Non-Combustible / Unprotected               |
| <input type="radio"/> 3A - Non-Combustible / Combustible / Protected | <input type="radio"/> 3B - Non-Combustible / Combustible / Unprotected |
| <input type="radio"/> 4 - Heavy Timber                               |  |
| <input type="radio"/> 5A - Combustible / Protected                   | <input type="radio"/> 5B - Combustible / Unprotected                   |
| <input type="radio"/> U - Utility, Miscellaneous                     | <input type="radio"/> X - Unknown                                      |

2. What is the last approved use of the building/unit?			
3. What is the proposed new use of the building/unit be?			
4. What is the reason you are getting a Certificate of Occupancy?			
5. What are the type of businesses adjacent to your unit?			
6a. How many rest rooms are in the building/unit?		6b. How many rest rooms are ADA accessible?	
7a. How many drinking fountains are in the building/unit?		7b. How many drinking fountains are ADA accessible?	
8a. What is the total number of exits to the building/unit?		8b. What is the total number of accessible exits to the building/unit?	
9a. What is the square footage of the building?		9b. What is the square footage of the space?	
10. How many elevators are in the building/unit?		11. How many exits are in the building/unit?	
12. Is there a mop sink in the building/unit?		13. How many escalators are in the building/unit?	
14. Is the building fully or partially sprinkled?		15. Does the building have a whole or partial fire alarm system?	
16. How many parking spaces are available?		16. Any known open violations of the Virginia Maintenance Code or Fire Prevention Code?	

Stamp  
(Office Use Only)

Name and  
Occupation

Project  
Address

Permit  
Number

Date