



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 insure 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.

Checklist

These are the items that we will need in order 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 \$100.00 required for all new Certificate of Occupancy applications

Required Items on Floor Plan

- ◆ Label and name all rooms
- ◆ Note location of all fire extinguishers
- ◆ Marked emergency escape fire exits
- ◆ Dimensions of each room and overall space

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

Assistant County Administrator

Bret Schardein

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Economic Development

Roxanne Salerno

Economic Development Program Manager

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Commissioner of Revenue

Jamie Timberlake

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Powhatan Chamber of Commerce

Angie Cabell

Executive Director

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QUESTIONS?

Call or email:

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Jenny Hammond, Building Permit Tech

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COMMUNITY DEVELOPMENT DEPARTMENT

Building Inspections

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Powhatan, VA 23139

Main Line: 804-598-5622

Hours: 8:30 AM – 5:00 PM



Welcome to Powhatan County
