

CITY OF CHARLOTTESVILLE
General Certificate of Occupancy (CO) information:

NEW BUILDINGS

- 1) We require 48 hours minimum to process and print CO after zoning & building inspections have been completed and approved.
- 2) A reminder that a zoning final inspection must be requested before CO is issued. (For all new buildings)
- 3) 1 & 2 Family Dwellings require hard surfaced off street parking and sidewalk along street exposure of lot. (Normally installed along front only except odd shaped or corner lots)
- 4) Commercial buildings (anything other than 1 & 2 Family dwellings) will be inspected by a planner at completion to ensure that site plan requirements have been completed.
- 5) New streets and surfaces needed for Fire Department access are required to support 75,000 pounds in all weather conditions.
- 6) A completed CO is issued and kept on file in our office. Copy for owner if requested. No fee.

EXISTING BUILDINGS

Fees for producing CO for existing buildings without a CO on file:

Single Family Dwelling	\$60.00
All other buildings	\$125.00

For existing buildings **without a change of use:**

- 1) If a tenant upfit to a commercial building with building permits, your approved final building inspection receipt is your CO. No zoning final inspection required unless there was a site plan submitted. No fee.
- 2) Your approved final building inspection receipt is your CO for an addition to a 1 & 2 Family dwelling. No zoning final req'd. No fee.
- 3) If an older building without a CO and where no construction activity is planned, Building Inspections Department will normally have to make an on site inspection. You will have to schedule this inspection with our office. This inspection can be time consuming and complicated if there is fire rated construction and/or a large multi use building. Ladder might have to be provided and holes made in walls/ceilings to ensure fire rating is in place. We could req. a professional engineer to certify that the building components meet minimum standards. Verification and approval of use with Zoning Department is often required before CO is issued.

- 4) When requested by owner or owner's agent, a completed CO is issued and kept on file in our office and made available to owner. See fee schedule above.

For existing buildings **with a change of use** but no footprint change to building:

- 1) A building permit with 3 sets of drawings minimum is required for a change of use. Part 1 of the current Va. Uniform Statewide Building Code Section 103.3 has specific building code requirements for a change in occupancy (change of use). See building plan pre-application checklist for commercial buildings for drawing requirements. Clearly describe old use and proposed new use. Some uses require licensed architect or engineer to prepare drawings.
- 2) Zoning approval must be obtained, contact your neighborhood planner.
- 3) If an older building without a CO and where no construction activity is planned, Building Inspections will have to make an on site visit and perform a final inspection to complete the building permit process. You will have to schedule this inspection with our office. This inspection can be time consuming and complicated if there is fire rated construction and/or a large multi use building. Ladder might have to be provided and holes made in walls/ceilings to ensure fire rating is in place. We could req. a professional engineer to certify that the building components meet minimum standards.
- 4) When requested by owner or owner's agent, a completed CO is issued and kept on file in our office and made available to owner. See fee schedule above.