



City of Newport News
 Department of Codes Compliance
 2400 Washington Avenue, Newport News, Virginia 23607
 Phone: (757) 933-2311 Fax: (757) 926-8311
 Website: <http://www.nnva.gov/codes> Email: zoning@nnva.gov

APPLICANT: COMPLETE THIS SECTION ONLY - TYPE OR PRINT WITH BLACK INK

DATE SUBMITTED: _____

APPLICATION FOR: **(CHECK ONE)**

- ZONING CONFIRMATION (NON-REFUNDABLE \$35.00 APPLICATION FEE)
- HOME OCCUPATION CERTIFICATE OF USE AND OCCUPANCY (NON-REFUNDABLE \$50.00 APPLICATION FEE)
- EXISTING BUILDING OR PREMISES CERTIFICATE OF USE AND OCCUPANCY (NON-REFUNDABLE \$55.00 APPLICATION FEE)
 (NON-REFUNDABLE \$35.00 ZONING RE-INSPECTION FEE)

BUSINESS ADDRESS: _____ TELEPHONE: _____

BUSINESS OWNER, OWNER/AGENT OR APPLICANT NAME: _____

BUSINESS TRADE NAME: _____

SPECIFIC TYPE OF BUSINESS: _____

PRIOR BUSINESS USE (EXISTING CO): _____

OWNER/AGENT ADDRESS: _____ TELEPHONE: _____

APPLICANT ADDRESS: _____ TELEPHONE: _____

MAILING ADDRESS: _____ E-MAIL: _____

I certify that the information listed above is correct, and I have read, understand, and agree to abide by the requirements under the provisions of the Code of the City of Newport News.

SIGNATURE OF BUILDING OWNER OR AGENT: _____

SIGNATURE OF APPLICANT: _____

OFFICE USE ONLY:

USE GROUP (S): _____

ZONING DISTRICT: _____ [] CONFORMING [] NON-CONFORMING

SPECIAL EXC. NO. _____ CONDITIONAL USE NO. _____ CONDITIONAL ZONING NO. _____

ON-SITE PARKING REQUIRED: _____ ON-SITE PARKING PROVIDED: _____ MAXIMUM OCCUPANCY LOAD: _____

<u>APPROVED:</u>	<u>DISAPPROVED:</u>	<u>INSPECTOR SIGNATURE</u>	<u>DATE</u>
<input type="checkbox"/>	<input type="checkbox"/>	CHAPTER 34 _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	ADA-ANSI 117.1 _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	FIRE _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	ZONING _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	BUILDING _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	MECHANICAL _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	PLUMBING _____	_____

COMMENTS: _____

Approved on _____ under the provisions of the Code of the City of Newport News.

 Authorized Representative

NOTE: NO ALTERATIONS OR SIGNS ARE AUTHORIZED BY THIS CERTIFICATE. IT DOES NOT TAKE THE PLACE OF ANY LICENSE OR PERMIT REQUIRED BY LAW. ANY CHANGE IN USE OR OCCUPANCY TYPE SHALL REQUIRE A NEW CERTIFICATE.

Only complete **the top portion** of this form and return it to the Department of Codes Compliance, Third Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia 23607. The applicable fee must be paid at the time of application.
Checks must be payable to the City of Newport News.

Application for Certificate of Use & Occupancy for Existing Building or Premises

All properties for which certificates are requested must be reviewed and/or inspected in the following order: (If you mail in your application, wait a few days to be sure it is received, then telephone to request an inspection.)

1. ZONING INSPECTION – establishes that the use requested is permitted within the zoning district and meets all other criteria for such use, i.e., off-street parking, etc. Please contact the Zoning Coordinator at 926-8871.
2. CHAPTER 34 – establishes that existing structures are maintained in accordance with applicable property maintenance codes.
3. BUILDING INSPECTION – establishes that the building is in compliance with applicable building code requirements for the type of use and occupancy. Please contact the building inspector at 926-8863 to arrange inspection **after** the zoning inspection.
4. ADA-ANSI 117.1 – establishes minimum requirements for compliance with persons with disabilities.
5. FIRE PREVENTION INSPECTION – establishes that the building and/or premises conform to the requirements of the Fire Prevention Code. Please contact the Fire inspector at 247- 8873, Option 3, to arrange inspection **after** the building inspection.

Once these inspections are completed, an approved Certificate will be sent to the mailing address provided on the application.

ZONING REQUIREMENTS FOR HOME OCCUPATION

As an applicant for a business or professional license, I understand that the provisions of the City of Newport News Zoning Ordinance strictly regulate the operation of a business of any type in a residential zoned district. The following is a summary of requirements taken from Sections 45-201, 45-517, and 45-3001(H) of the Zoning Ordinance.

1. The owner or operator of the business must be a member of the family residing in the dwelling listed as the address for the home occupation.
2. The home occupation must not make use of more than four hundred (400) square feet of floor space.
3. The home occupation must not make use of any accessory building.
4. The exterior appearance of the dwelling must not be changed in such a manner as to indicate that a business is being conducted on the premises, nor shall advertising of any type be placed on the premises.
5. Storing materials in such a manner that they are visible from outside of the building is not permitted.
6. No nuisance may be created by varying from the residential character of the premises. This includes, but is not limited to:
 - (a) Generating more traffic, noise, a greater demand for parking, sewage, or water use in excess of what is normal to the residential uses of that neighborhood.
 - (b) Creating a hazard to persons or property.
7. Conducting group instructions or any activity that results in an assembly of persons or vehicles is prohibited.
8. One small commercial vehicle is permitted to be parked. This includes a wrecker or tow truck equal to or less than 16,500 pounds of gross weight if its operator is on the tow lists of the Newport News Police Department or the Virginia State Police.

Any questions regarding the meaning or intent of the above regulations may be directed to the Zoning Coordinator of the Department of Codes Compliance. Telephone: 926-8871 Email: zoning@nnva.gov.

APPLICATION FEES

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	(NON-REFUNDABLE \$35.00 RE-INSPECTION FEE)

Please provide a check payable to the City of Newport News, and mail to:

*City of Newport News
Department of Codes Compliance
Attn: Zoning Coordinator
2400 Washington Avenue, 3rd Floor
Newport News, Virginia 23607*