



USER GUIDE  
HOW TO APPLY FOR A  
CERTIFICATE OF ZONING COMPLIANCE  
**COMMERCIAL**  
PERMIT

[PDRZoningAdministration@rva.gov](mailto:PDRZoningAdministration@rva.gov) | 804-646-6340 | [www.rva.gov](http://www.rva.gov)

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

City of Richmond  
Zoning Administration  
Revised January 2022

A **CERTIFICATE OF ZONING COMPLIANCE (CZC)** is a permit issued by the Zoning Administration Office that certifies conformance with the City's Zoning Ordinance, and is typically required to obtain a license to operate a business in the City of Richmond (the CZC also certifies conformance of a business at the respective physical location).

### WHEN TO RE-APPLY FOR A CZC PERMIT

The CZC application is typically a **one-time only** process that lasts for the duration of the business, with some exceptions. You are **required** to apply for a **NEW** CZC permit pending any changes to the following:

- Address/Location/Tenancy of the business
- Name of the business
- Ownership of the business
- Use/Function of the business
- **Starting a Second or Third business in addition to your First/Primary business.**

### FEES

Commercial/industrial use equal to or less than 5,000sf: **\$150.00**  
Commercial/industrial use greater than 5,000sf: **\$300.00**

### WHEN CAN I EXPECT MY PERMIT?

Pending no unforeseen circumstances, you will typically receive your approved permit within **15 business** days from the date of **payment**. The permit will be sent electronically (via email) or by mail. You may utilize either copy to apply for your business license. Once approved, please contact the City of Richmond's Finance Department regarding your **Business License**:

Finance Department/Business License Unit  
City Hall, 900 East Broad St, Rm 103  
[Finance@rva.gov](mailto:Finance@rva.gov)  
804-646-6662

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>



CITY OF RICHMOND  
DEPARTMENT OF PLANNING  
& DEVELOPMENT REVIEW  
ZONING ADMINISTRATION

[PDRZoningAdministration@Richmondgov.com](mailto:PDRZoningAdministration@Richmondgov.com)

**PLAN NUMBER: CZC-100000-2022**

**ISSUE DATE: 1/18/2022**

**SITE ADDRESS:** 900 E Broad Street  
Richmond VA 23219

PARCEL NUMBER: E0000175001

PLAN DESCRIPTION: Retail space for ABC Store, specializing in men and women's clothing, shoes and accessories  
ZONING DISTRICT: B-4  
ZONING USE: Central Business District  
SQUARE FEET: 6,402  
SUP/CUP ORDINANCE:  
POD: PARKING REQUIRED:  
ON-SITE PARKING: 6.00  
OFF-PREMISES PARKING: 0.00  
LOCATION OF OFF PREMISES PARKING: 900 E Broad Street, Richmond, VA 23219  
BZA CASE:

#### **BUSINESS INFORMATION**

ABC Store  
900 E Broad Street  
Richmond, VA 23219

#### **APPLICANT INFORMATION**

John/Jane Does  
900 E Broad Street  
Richmond, VA 23219

#### **OWNER INFORMATION**

City of Richmond, Public Utilities  
900 East Broad Street  
Richmond, VA 23219  
8046466430

#### **TERMS AND CONDITIONS**

Zoning: Office: Tenant change in approx. 6,402 SF of multi-tenant building (Suite 200). No off-street parking required for this use in this zoning district. No structural alterations or sign permits authorized by this approval.

This Certificate acknowledges compliance with Chapter 30 (Zoning) of the Richmond City Code, and confers no rights with respect to the Virginia Uniform Statewide Building Code (VUSBC).

**Sample Certificate**

William C. Davidson, Zoning Administrator

Date



**CITY OF RICHMOND**

Department of Planning & Development Review  
Division of Zoning Administration  
900 East Broad Street  
City Hall – Room 110  
Richmond, Virginia 23219

E-mail: [PDRZoningAdministration@RVA.gov](mailto:PDRZoningAdministration@RVA.gov)

(804) 646-6340: Office

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Steps to Request a Certificate of Zoning Compliance (CZC) for Commercial Use in the OPP:**

1. SELECT "Apply" on the top Dashboard.
2. SELECT "Certificate of Zoning Compliance –Commercial" from "Zoning" search under Application Assistant.
3. SELECT "Apply" from Certificate of Zoning Compliance –Commercial
4. Click on the "+" on "Add Location"
5. Input the desired address information in the "Address Information" Box. **DO NOT** Enter Manually.
6. SELECT "Search" and address choices will appear.
7. SELECT "Add" for the appropriate displayed Address and the Address will appear.
8. SELECT "Next"
9. Under "Plan Type", in the "Description" field, type in the business description for the proposed business
10. Input the size of the space devoted to your business only in the "Square Feet" field.
11. SELECT "Next"
12. CLICK on the "+" on "Property Owner – Add Contact"
13. Input the desired Owner Name Information in the "Search Name, E-mail, or Company" Box
14. SELECT "Search" and Owner Name choices will appear
15. SELECT "Add" for the appropriate displayed Owner Name and the Name will appear.
16. SELECT "Next" and this will display the "More Info" screen
17. CLICK on the drop-down of "Plans"
18. SELECT "Yes" or "No" (If you have a floor plan, you will attach it later)the desired Contact type Information from the drop-down
19. Input the size of the space devoted to your business only in the "Square Feet" field.
20. CLICK on the "Must Select at least ONE of the following" field and select *Tenant Change* or *Ownership Change*, as it relates to your business
21. SELECT the appropriate business use under "Commercial/Industrial Uses"
22. SELECT "NEXT" and it will display the "Attachments" screen
23. CLICK on the drop-down of the "Supporting Documentation" at the top of the Dashboard, then click on "Zoning"
24. SELECT "Zoning Owner Affidavit" and the document will appear
25. Complete the information in the top half of the form and check the appropriate box for your business: "Tenant Change", "Ownership Change", or "Wireless Communication", as it relates to your business. Sign and date the form
26. **Scan and save the signed form as a PDF on your device.**
27. CLICK on the "+" on "Please sign and attach affidavit – Add Attachment" box; available files will appear.
28. SELECT the appropriate file and SELECT "Open" OR double-click the appropriate file.
29. SELECT "Next" and the Summary Page will appear. Verify the information on these pages.
30. SELECT "Submit" and a message (in green at the top of the screen) should state that your application was successfully submitted. No fees are due at this time and after review, you will receive another E-mail alerting you that an invoice has been produced.

**Step 1. CREATE** new account

or

**LOG** into your existing account.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 2. Select** Apply button on dashboard

## Welcome to Self Service



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



### Apply

This tool can be used to apply for a permit, plan or license.



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



### Pay Invoice

Use this tool to pay for individual invoices.



### Map

Explore the map to see the activity occurring in your neighborhood.



### Calendar

Click here to find out about certain events like holidays and public hearings.

## Welcome to Self Service



### Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



### Apply

This tool can be used to apply for a permit, plan or license.



### My Account

Click here to access your account information.



### Pay Invoice

Use this tool to pay for individual invoices.



### Map

Explore the map to see the activity occurring in your neighborhood.



### Calendar

Click here to find out about certain events like holidays and public hearings.

**Step 3.** You may select **ALL** or you may search for **Certificate of Zoning Compliance-Commercial** under Plans. If you are unable to locate the plan submission application via this step, please proceed to Step 4.








Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked Questions My Work Today's Inspections Search Q Calendar

### Application Assistant

Search for application names and keywords

**All** Trending My History Short Term Rental **PLANS**

> Show Categories Show My Templates

	<b>Building (Commercial) - Accessory</b> Category Name: Building Description: To build a commercial accessory building	Apply
	<b>Building (Commercial) - Addition</b> Category Name: Building Description: To construct an addition to a commercial building	Apply
	<b>Building (Commercial) - Demolition</b> Category Name: Building Description: To demolish an entire commercial structure	Apply
	<b>Building (Commercial) - Foundation Only</b> Category Name: Building Description: To construct only a foundation for a commercial structure	Apply
	<b>Building (Commercial) - Heavy Alteration or Remodel</b> Category Name: Building Description: To do a renovation or alteration to a commercial structure where over 50% of the original structure is being changed	Apply
	<b>Building (Commercial) - Light Alteration or Remodel</b> Category Name: Building Description: To do a renovation or alteration to a commercial structure where 50% or less of the original structure is being changed	Apply
	<b>Building (Commercial) - Move/Relocate</b> Category Name: Building Description:	Apply

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 4.** If you are unable to locate the application, you may type **Zoning** under **Application Assistant**, then select **Certificate of Zoning Compliance – Commercial** from the prompted options.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 5.** Select Apply button on the dashboard.

The screenshot shows the top navigation bar with links: Dashboard, Home, Other Resources, Apply, Supporting Documentation, and Frequently Asked Questions. Below the navigation is the 'Application Assistant' header. A search bar contains the text 'Zoning'. A dropdown menu is open, showing three options: 'Certificate of Zoning Compliance - Commercial', 'Certificate of Zoning Compliance - Residential', and a 'Show Categories' link. Below the search results, there are two category cards. The first card is titled 'Building (Commercial) - Accessory' and includes a tractor icon, the category name, and a description: 'To build a commercial accessory building'. The second card is titled 'Building (Commercial) - Addition' and includes a tractor icon, the category name, and a description.

The screenshot shows the 'Application Assistant' dashboard. At the top, there is a search bar containing 'Certificate of Zoning Compliance - Commercial'. Below the search bar are five filter buttons: 'All', 'Trending', 'My History', 'Short Term Rental', and 'PLANS'. Below the filters is a 'Show Categories' link. The main content area displays a category card for 'Certificate of Zoning Compliance - Commercial' with a tractor icon, the category name, and a description: 'The purpose is to ensure that your proposed business is allowed in the underlying zoning district and is in compliance with zoning regulations (i.e. parking, signage, dumpster screening)'. A blue 'Apply' button is located at the bottom right of the category card.

**Step 6.** The **LOCATIONS** screen will display

**Select** Add Location ( select + icon inside blue box)

**Step 7.** Under **Add Address As** Screen:

- In the search box, enter physical for **YOUR** business address (e.g. 900 E Broad), then **select** Search.
- **DO NOT** Enter address Manually.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 8.** **Select** correct address (including corresponding suite or unit number), then **select ADD**

Apply for Plan - Certificate of Zoning Compliance - Commercial \*REQUIRED

1 2 3 4 5 6  
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Site Address

Add Location

**+**

REQUIRED

Create Template Save Draft Next

Add Location

Address Parcel

Add Address As Site Address

Search Enter Manually

**DO NOT select!!**

Address Information

Search

Click Enter or Select the search magnifying glass

Address Information

Search

Address	Action
2900 E Broad St., Richmond, VA 23223	<input type="button" value="Add"/>
3900 E Broad Rock Road, Richmond, VA 23224	<input type="button" value="Add"/>
900 E Broad St., Richmond, VA 23219	<input type="button" value="Add"/>
900 E Broad St., Richmond, VA 23219	<input type="button" value="Add"/>
900 W Broad St, Apt 2e, Richmond, VA 23220	<input type="button" value="Add"/>

Results per page: 10 1 - 5 of 5 << < 1 > >>

**Step 9.** Address and Parcel Number should display IF previous step was completed correctly (see example).

**Step 10.** Select Next

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 11.** The **Plan Details** screen will display

- Plan Type is automatically preset and does not require revision
- You **MUST** enter a **DETAILED business description** for the proposed business
- You **MUST** enter square feet information (area devoted to business only)

**Step 12.** Select NEXT

Apply for Plan - Certificate of Zoning Compliance - Commercial \*REQUIRED

1 2 3 4 5 6  
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Type: Site Address  
900 E Broad St., Richmond, VA 23219

Main Address  
Parcel Number  
0010515\_E0000175001T  
Main Parcel   
Remove

Site Address   
Add Location  
+

Create Template Save Draft **Next**

Apply for Plan - Certificate of Zoning Compliance - Commercial \*REQUIRED

✓ 2 3 4 5 6  
Locations Type Contacts More Info Attachments Review and Submit

PLANDETAILS

\*Plan Type Certificate of Zoning Compliance - Cc

Description Retail space for ABC Store, specializing in men and women's clothing, shoes and accessories

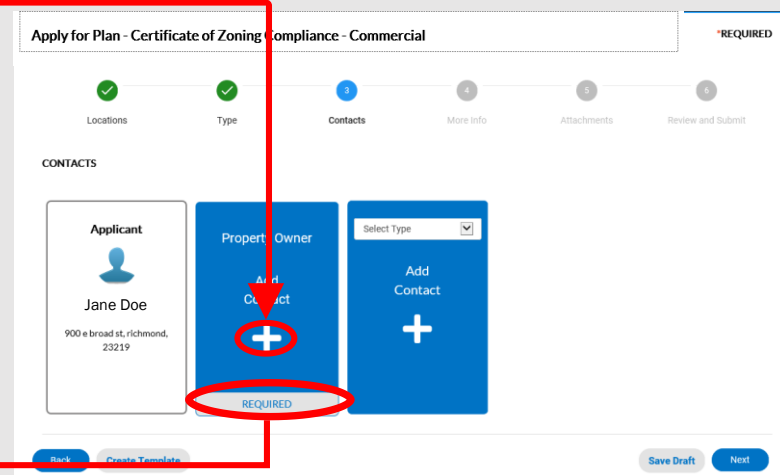
Square Feet 6402

Back Create Template Save Draft **Next**



**Step 13.** The **CONTACT** screen will display.  
The Property Owner's information is **required**.

From Add Contact under Property Owner,  
**select** **+** icon inside blue box

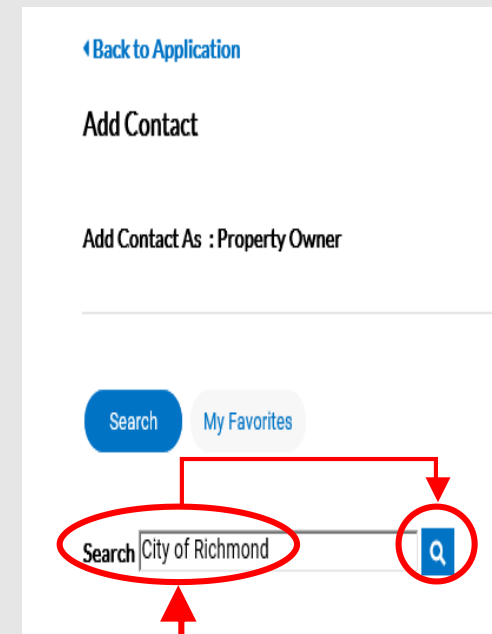
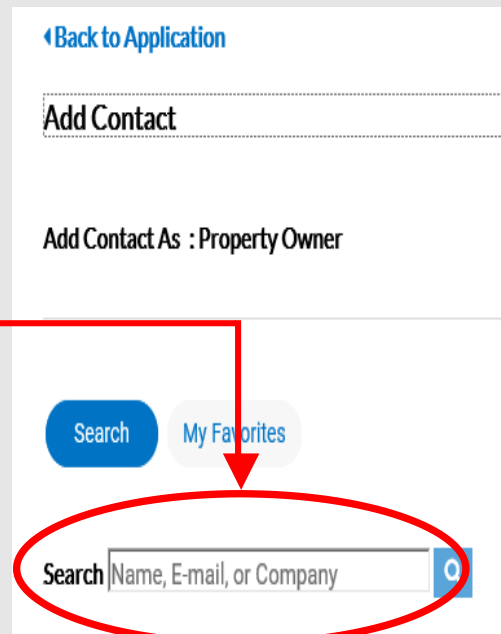


Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 14a. Required** - Property Owner as listed by the City Assessor's office. (Please note that this is **not** the Management Company)

- Enter property owners Name, E-mail, **or** Company, then **select** Search.



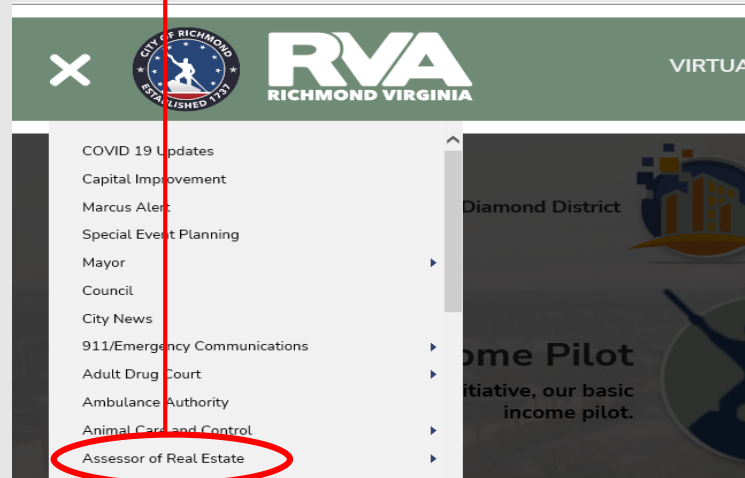
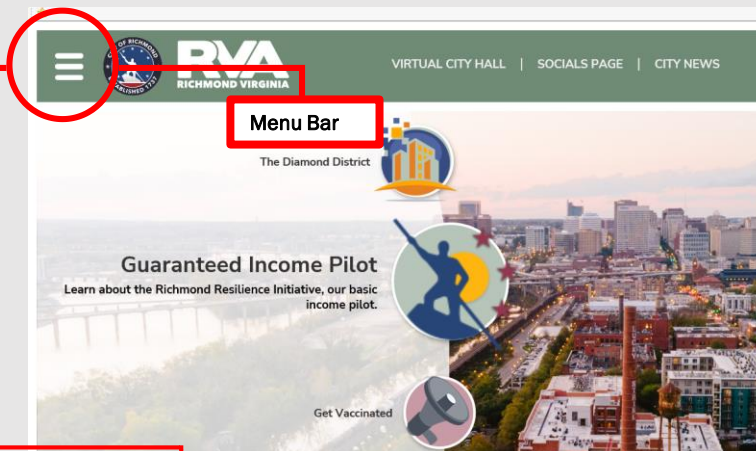
**Step 14b.** You may also verify the property owner's information via the City Assessor's office by accessing the following link:  
[Richmond Zoning Map](#).

**Step 14c.** You can also access the **Zoning Map** via the City Assessor's page by visiting [www.rva.gov](http://www.rva.gov), and navigating to the **Assessor of Real Estate** link under the Menu Bar.

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 15.** Verify the correct Property Owner's information, then select ADD



	RICHMOND	SPRUILL-ACCTS PAYBL	RICHMOND	
	CITY OF RICHMOND	DAWES LEE - FIRE STATION 11	CITY OF RICHMOND	
	CITY OF RICHMOND	DEPT. OF PUBLIC UTILITIES	CITY OF RICHMOND	
	CITY OF RICHMOND	SCHOOL BOARDS	CITY OF RICHMOND	

**Step 16.** Property Owner's information should display IF previous step was completed correctly (see example).

Select Next.

**Step 17.** The **More Info** screen will display. At minimum all areas indicated with (\*) are required.

Under Plans, you may select **No** if you are **not** submitting any construction or site plans for the property (Construction/Site Plans are required if you are physically changing the building to accommodate your business. If no changes will be made to building or structure, select **NO**).

**Step 18.** Enter square feet information (area devoted to business only)

**Step 19.** Select the choice that is most applicable to your business (please see definitions below).

**Tenant Change** - Use this to apply anytime a new tenant moves into a building or an area of a building to operate a business from that location of the same approved use. **Does not** include assembly uses, including *restaurants*.

(Example: New tenant for accounting business in existing office building in Suite 110)

**Name Change** - Use this to apply anytime the current applicant will operate the existing business under the previous zoning approval but has made changes to the *business name only*.

(Example: Jane Doe LLC has now changed to Jane JOE RVA LLC)

**Ownership Change** - Use this to apply when a commercial building or multi-family (3 or more) dwelling units has been purchased by a new owner.  
(Example: New owner of a multi-family dwelling containing 3-10 units; new owner of 900 E Broad St - Previous Owner - City of Richmond; New Owner - Jane Doe LLC)

Apply for Plan - Certificate of Zoning Compliance - Commercial

Locations  Type  Contacts  More Info

CONTACTS

<b>Applicant</b> Jane Doe (You) RVA LLC 900 E Broad, Richmond, VA, 23231	<b>Property Owner</b> City Of Richmond Dept Of... 900 E Broad St Room 707, Ri... <input type="button" value="Remove"/>	Account Holder <input type="checkbox"/> <b>Add Contact</b> <input type="button" value="+"/>
---	---	---

MORE INFO

General Information Next Section | Top | Main Menu

Apts/Units:

No. of Units (ownership change only):

BZA # (if applicable):

SUP/CUP # (if applicable):

\*Plans:   
Plans: is required.

\*Square Footage:   
Square Footage: is required.

POD # (if applicable):

(Required) Check ONE of the following:

\*Must select at least ONE of the following:   
Must select at least ONE of the following: is required.

Specify 'Other':

Additional Contacts:

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 20.** Please indicate the type of business that will be offered at the referenced location

*Example: Retail Store/Shop*

### Parking Information

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Parking Location (provide address):

On-Site Parking Spaces (# of dedicated spaces):

Off-Site Parking Spaces (# of dedicated spaces):

Parking Description:

### Unit

[Previous Section](#) | [Top](#) | [Main Menu](#)

Commercial/Industrial Uses (select at least one):

- Bank/Loan Office
- Beauty/Barber Shop
- Clinic (Medical/Dental)
- Contractor Shop/Storage
- Furniture Store
- Grocery/Convenience Store
- Grocery/Convenience Store w/Fuel Service
- Hardware or Appliance Store
- Laundry/Laundromat/Dry Cleaner
- Manufacturing Facility
- Motor Vehicle Repair/Sales/Service
- Office
- Parking Area, Lot or Deck
- Pawn Shop/Payday/Auto Loans
- Pet Shop/Veterinary Clinic
- Repair Shop
- Retail Store/Shop
- Shopping Center
- Travel Agency
- Warehouse/Storage Facility
- Other

**Step 21.** The Attachments screen will display. The Owner Affidavit form is **REQUIRED**. A copy of the Owner Affidavit form would have been sent to you in the initial email received with these instructions. Please download and complete the form, then upload to the portal.

To upload attachment, **select** “*please sign and attach affidavit – Add Attachment*” (select + icon inside blue box).

Access Portal Link [HERE](#)

<https://www.rva.gov/planning-development-review/online-permit-portal>

**Step 22.** If you do not have a copy of the form, **select** *Owner Affidavit* under **Supporting Documentation** tab at the top of the dashboard page. Please complete and submit the **FIRST PAGE** only.

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked Questions My Work Today's Inspections Search

Apply for Plan - Certificate of Zoning Compliance - Commercial **REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

Attachments

Please sign and attach affidavit.

Please sign and attach affidavit - Add Attachment Supported: pdf

REQUIRED

Add Attachment Supported: pdf

Back Create Template Save Draft Next

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked

OPP User Guide For DPU Wat

› OPPTs & Sample Descriptions › STR Owner Affidavit › Responsible

› OPP User Guide › Zoning Owner Affidavit › Plan Review

Zoning

Zoning Owner Affidavit

# OWNER AFFIDAVIT FORM

To Be Completed by Applicant

(Complete ALL items highlighted in **YELLOW** )

**Important:** The Property Owner is not required to sign the document, but you are required to obtain the Owner's permission prior to applying for your Zoning permit. The City's Zoning Ordinance requires that our office notify the Property Owner(s) of any potential business on their property, thus the Owner will receive a copy of the Commercial CZC permit. **If no consent was provided to you by the Property Owner prior to approval, you will NOT be reimbursed for any fees paid for your permit.**

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Please review ALL contents of the **Owner Affidavit** form prior to selecting the corresponding **CERTIFICATION**. Sign and **Date** form when complete.



City of Richmond, Virginia  
Department of Planning and Development Review, Zoning Administration Division  
900 East Broad Street • City Hall - Room 110 • Richmond, Virginia 23219

• <https://www.rva.gov/planning-development-review/zoning-administration>

Office: (804) 646-6340 • Facsimile 804-646-6948

TO BE COMPLETED BY THE APPLICANT  
Applicant must complete ALL items.

HOME/SITE ADDRESS: \_\_\_\_\_ APARTMENT NO./SUITE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

TRADE NAME (IF APPLICABLE): \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

## CERTIFICATION (MUST CHECK ONE)

**Home Occupation (See page 2)**—I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner OR agent for property owner to operate my home business. I will comply with the home occupation rules & my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify that I reside on the premises identified and understand the owner and/or agent will obtain a copy of this approval and document.

OR

**Ownership Change (Multi Family or Commercial)**—I acknowledge that I am certifying and affirming that I am rightfully the new owner of such building. I acknowledge that I am certifying and affirming that I will comply with ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance.

OR

**Tenant Change**— I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner OR agent for property owner to operate the **commercial** business requested at this site location as a new tenant. I acknowledge that I am certifying and affirming that I will comply with ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify and understand the owner and/or agent will obtain a copy of this approval and document.

**Wireless Communications (Small Cell)**— I acknowledge that I am certifying and affirming that I have rightfully received authorization of the property owner (s) OR agent for property owner (s) to install a small cell facility on private property located inside an enclosure of no more than six cubic feet in volume, or in the case of an antenna that has exposed elements, the antenna and all its exposed elements can fit within an imaginary enclosure of no more than six cubic feet. I acknowledge that I am certifying and affirming that I will comply with the ALL rules and my signature (below) confirms my knowledge and understanding of the conditions of approval in the Zoning Ordinance. I further certify and understand the owner and/or agent will obtain a copy of this approval and document.

Failure to comply with the above rules constitutes a violation of the Zoning Ordinance subject to a revocation of approval and fine; if convicted, of up to one-thousand (\$1,000) dollars and/or up to one (1) year in jail.

SIGNATURE

DATE

**Step 23.** Print/complete form, SCAN/SAVE to computer/device, then upload/attach to plan in blue box.

*\*If box has white background Select NEXT*

*\*If background is still blue, please try again.*

Dashboard Home Other Resources Apply Supporting Documentation Frequently Asked Questions My Work Today's Inspections Search

### Apply for Plan - Certificate of Zoning Compliance - Commercial

REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

**Attachments**  
Please sign and attach affidavit

**Please sign and attach affidavit**  
City of Richmond - Owner Affidavit - Zoning.pdf  
Size: 366.58 KB

Remove

Select Type [v]  
Add Attachment  
Supported: .pdf

Back Create Template Save Draft Next

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Please review ALL contents of the **Owner Affidavit** form prior to selecting the corresponding **CERTIFICATION**. Sign and **Date** form when complete.

**Step 24.** The **SUMMARY** screen will display. Once you have confirmed that all of the information listed is correct, you may **select SUBMIT**.

**Step 25.** If changes are required to the application, you may save the submission as a draft (**Select Save Draft**). This will save your current application, and will allow you to return at a later point to complete the process, after which you may submit the application.

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)

<https://www.rva.gov/planning-development-review/online-permit-portal>

Apply for Plan - Certificate of Zoning Compliance - Commercial

REQUIRED

Submit

Locations

Site Address: 900 E Broad St., Richmond, VA 23219

Parcel Number: 0010515\_E0000175001T

Basic Info

Type: Certificate of Zoning Compliance - Commercial

Description: Retail space for ABC Store, specializing in men and women's clothing, shoes and accessories

Square Feet: 6402

Applied Date: 01/24/2022

Contacts

Applicant: John/Jane Doe

900 e broad st, richmond, 23219

Property Owner: CITY OF RICHMOND DEPT. OF PUBLIC UTILITIES  
CITY OF RICHMOND

More Info

General Information

Apts/Units: No

No. of Units (ownership change only):

BZA # (if applicable):

SUP/CUP # (if applicable):

Plans: No

Square Footage: 6402

POD # (if applicable):

(Required) Check ONE of the following:

Most select at least ONE of the following:

Tenant Change

Specify 'Other':

Additional Contacts:

Please enter Name, Address, Phone number, and Email address of the Additional Contact in the above field.

Notes

Parking Information

Parking Location (provide address):

On-Site Parking Spaces (if of dedicated spaces):

Off-Site Parking Spaces (if of dedicated spaces):

Parking Description:

Unit

Commercial/Industrial Uses (select at least one):

- Bank/Loan Office
- Beauty/Barber Shop
- Clinic (Medical/Dental)
- Contractor Shop/Storage
- Furniture Store
- Grocery/Convenience Store
- Grocery/Convenience Store w/ Food Service
- Hardware or Appliance Store
- Laundry/Laundromat/Dry Cleaner
- Manufacturing Facility
- Motor Vehicle Repair/Shop/Service
- Office
- Parking Area, Lot or Deck
- Pawn Shop/Pawnshop/Auto Loans
- Pet Shop/Veterinary Clinic
- Repair Shop
- Retail Store/Shop
- Shipping Center
- Travel Agency
- Warehouse/Storage Facility
- Other

Attachments

Please sign and attach affidavit: City of Richmond - Owner Affidavit - Zoning.pdf

Back Create Template Save Draft Submit



**Step 26.** Upon completion, you will receive a verified status (✓), along with a **Plan Number**.

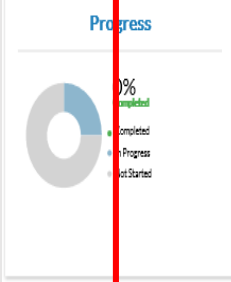
✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

**Plan Number: CZC-100000-2022**

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b> Certificate of Zoning Compliance - Residential	<b>Status:</b> Submitted Online	<b>Project Name:</b>
<b>IVR Number:</b> 1092808	<b>Applied Date:</b> 12/03/2021	<b>Expiration Date:</b>
<b>District:</b> aaRichmond	<b>Assigned To:</b> Davidson, William	<b>Completion Date:</b>
<b>Square Feet:</b> 0.00		
<b>Description:</b> home occupation		

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)



**Workflow**

- Certificate of Zoning Compliance - Started - Scheduled for 12/17/2021
- Home Occupation Rules Agreement
- Site Inspection -
- Issue Certificate of Zoning Compliance

**Available Actions**

- [Request Inspection](#) (Request) Site Inspection - Code

**Fees**

**\$0.00**

[View Details](#)

**Step 27.** You **DO NOT** need to request an inspection for your Plan. If an inspection of the property is required, you will be contacted by the assigned Zoning staff member regarding this inspection.

- Step 28.**
- No fees are due at this time.
  - Staff will review and begin processing your application.
  - If all information is provided and complete, you will receive an E-mail notification regarding your **INVOICE**. Please submit your payment upon receipt of this notification.
  - If incomplete, staff will email you for the additional information.

**Step 29.** Once you have received your **APPROVED** Certificate of Zoning Compliance (CZC) permit, please contact the **City of Richmond's Finance Department** regarding your business license:

**Finance Department/Business License Unit**  
City Hall, 900 East Broad St, Rm 103  
[Finance@rva.gov](mailto:Finance@rva.gov)  
804-646-6662

Access Portal Link [HERE](https://www.rva.gov/planning-development-review/online-permit-portal)  
<https://www.rva.gov/planning-development-review/online-permit-portal>