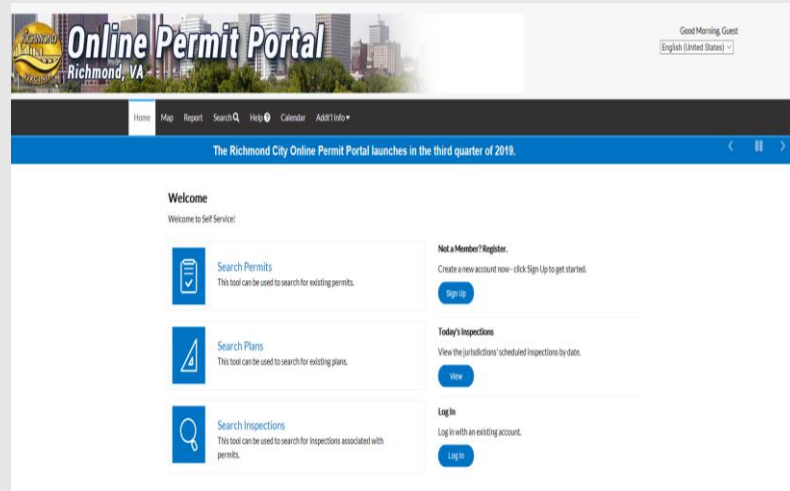




USER GUIDE:  
How to apply for a  
Certificate of Zoning  
Compliance-**Commercial** Permit

Zoning Division  
Updated 9/28/2020

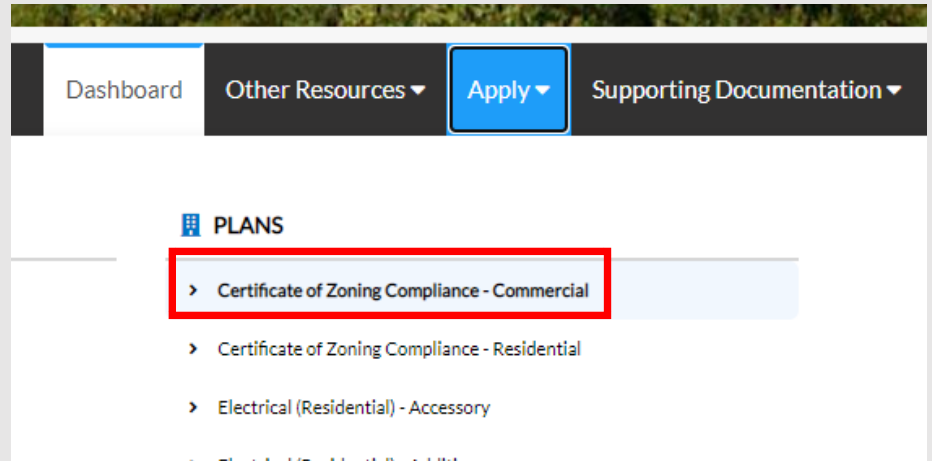
Step 1. Create new account or Log In to existing account



Step 2. Select Apply button on dashboard and Select ALL (69)

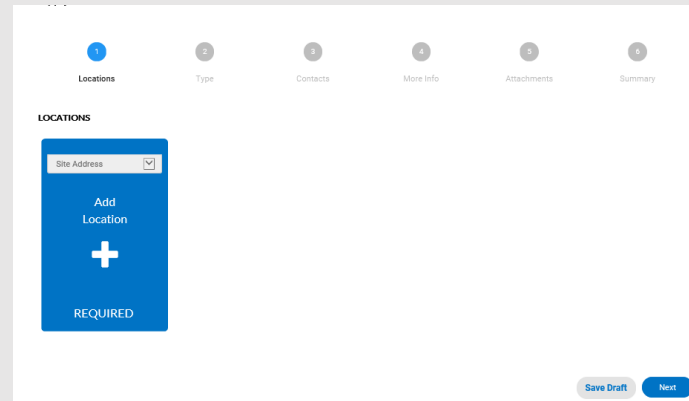


Step 3. Select Certificate of Zoning Compliance-Commercial



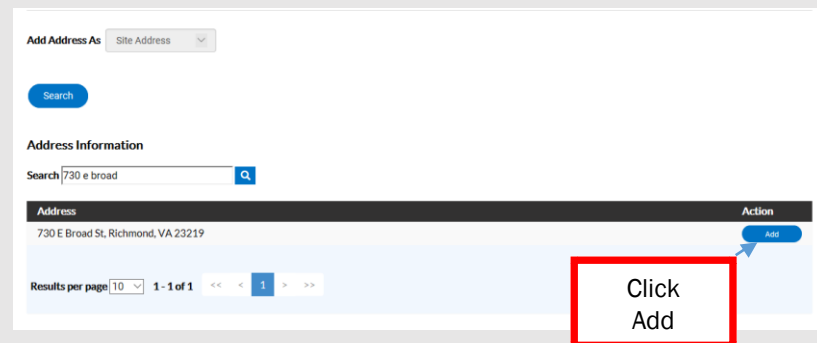
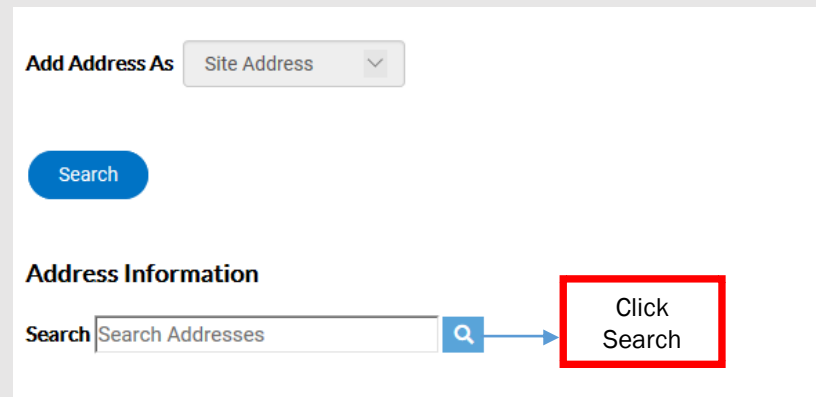
Step 4. The LOCATIONS screen will display

**Select** Add Location (inside blue box)



Step 5. Add Address As Screen

- Enter physical business address (see example)
- **Select** search
- **Select** correct address (ex. 730 E Broad)  
\*do not enter street type (ex. cir, blvd, rd)\*
- Select **ADD**



Step 6. address and parcel # should display IF correct (see example)

Select next

Step 7. The Plan Details (TYPE) screen will display

Step 8.

- Enter description (see example)
- Select NEXT

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

LOCATIONS

Type: Site Address  
730 E Broad St, Richmond, VA, 23219  
Main Address  
Parcel Number  
0118778\_00000002016  
Main Parcel  
Remove

Site Address  
Add Location

Save Draft Next

Click Next

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

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

PLAN DETAILS

\* Plan Type  
Certificate of Zoning Compliance - Cc

Description  
New tenant in existing office space for marketing consulting business

\* Square Feet  
500

Back Save Draft Next

Click Next

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

PERMIT DETAILS

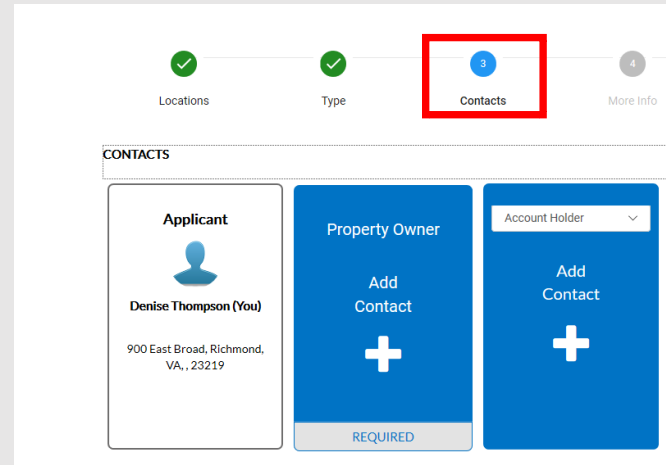
\* Permit Type  
Short Term Rentals

Description  
application to add short-term rental use to my single family dwelling

Back Save Draft Next

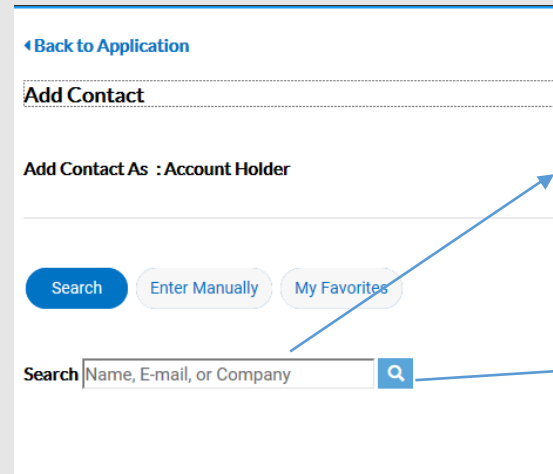
Click Next

Step 9. The CONTACT screen will display



Step 10. Property Owner (Required)

- Enter property owners name
- **Select** SEARCH

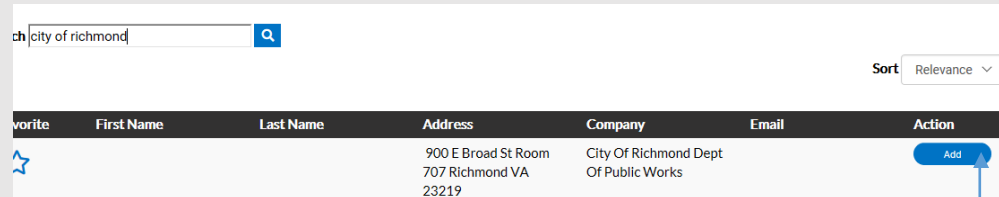


Locate on City Assessor's website:  
<http://www.richmondgov.com/Assessor/index.aspx>

**SEARCH**

Step 11.

- **Select** correct property owners information
- **Select** ADD



**Click Add**

Step 12. Property Owner (Required)

- Enter property owners
- **Select** search

[← Back to Application](#)

**Add Contact**

Add Contact As : **Account Holder**

Search

Locate on City Assessor's website:  
<http://www.richmondgov.com/Assessor/index.aspx> or call  
804-646-7500

**SEARCH**

Step 13.

- **Select** correct property owners information
- **Select** ADD

ch | city of richmond |

Sort: Relevance ▾

Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="checkbox"/>			900 E Broad St Room 707 Richmond VA 23219	City Of Richmond Dept Of Public Works		<input type="button" value="Add"/>




**ADD**

Step 14.

I. Select add contact

Verify information if correct & select **NEXT**

## CONTACTS

<p><b>Applicant</b></p>  <p><b>Denise Thompson (You)</b></p> <p>900 East Broad, Richmond, VA., 23219</p>	<p><b>Property Owner</b></p>  <p><b>City Of Richmond Dept Of...</b></p> <p>900 E Broad St Room 707, Ri...</p> <p><a href="#">Remove</a></p>	<p>Account Holder</p> <p><b>Add Contact</b></p> 
---	--	---

[Back](#)

[Save Draft](#)

[Next](#)

Step 15. The More Info screen will display

Step 16. A minimum all areas indicated with (\*) are required.

select **NEXT**

Progress: Locations (✓) Type (✓) Contacts (✓) **More info** (4) Attachments (5) Summary (6)

**MORE INFO**

\*I am authorized to submit this application  [Next Section | Top | Main Menu](#)

I am authorized to submit this application is required.

**General Information** [Previous Section](#) | [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.

Click on drop down

Floor plans for tenant space (you will attach at step #5)  
**\* But not required \***

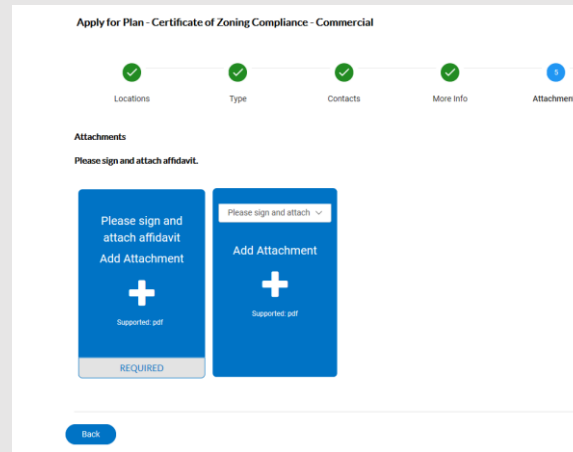
Choose from description below

**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)

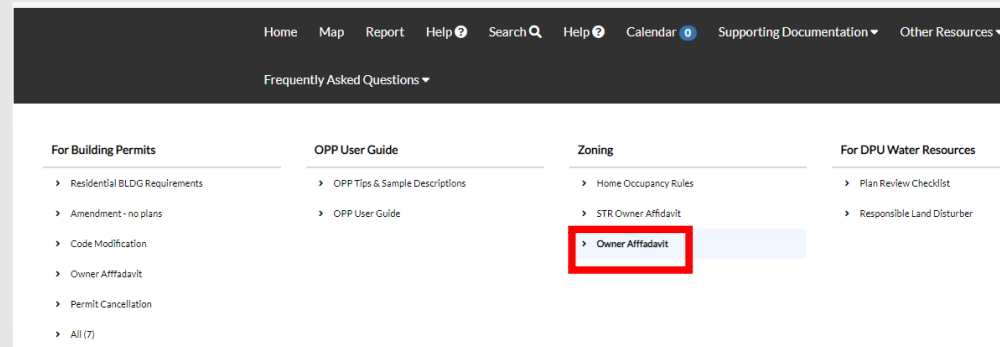
**Name Change** - Use this to apply anytime the current applicant will operate the existing business under the previous zoning approval but has made changes to the *business name only*.  
  
(Example: Jane Doe LLC has now changed to Jane JOE RVA LLC)

**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)  
  
has now changed to Jane JOE RVA LLC)

Step 17. The Attachments screen will display



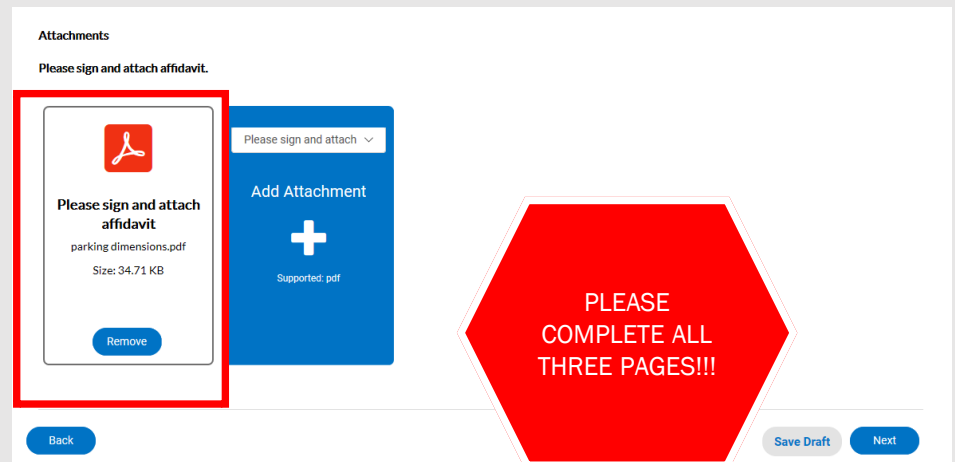
Step 18. Select owner affidavit under supporting documentation tab



Step 19. Complete form and attach to plan in blue box

*\*If box has white background select **NEXT***

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





Step 20. The SUMMARY screen will display

Apply for Plan - Certificate of Zoning Compliance - Commercial REQUIRED

---

**Locations**

Location 1	730 E Broad St, Richmond, VA, 23219
Location 2	0118778_N0000002016

---

**Basic Info**

Type	Certificate of Zoning Compliance - Commercial
Description	office for energy consulting
Square Feet	3000
Applied Date	07/14/2020

---

**Contacts**

Contact 1	Denise Thompson 900 East Broad, Richmond, VA, 23219
Contact 2	City Of Richmond Dept Of Public Works 900 E Broad St Room 707, Richmond, VA, 23219

---

**More Info**

I am authorized to submit this application	Yes	<a href="#">Next Section</a>   <a href="#">Top</a>   <a href="#">Main Menu</a>
--	-----	--

---

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

Apts/Units:	
No. of Units (ownership change only):	
BEA # (if applicable):	
SURVCUP # (if applicable):	
Plans:	No
Square Footage:	32000
POD # (if applicable):	
(Required) Check ONE of the following:	
Must select at least ONE of the following:	Tenant Change
Specify Other:	
Additional Contacts:	

Step 21. (Continued)

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):

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

Attachments

Attachment 1

permit copy.pdf

[Back](#)

[Save Draft](#)

[Submit](#)

Step 22. Review data, verify fee is correct , click **SUBMIT**

✓ 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-075775-2020

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

<b>Type:</b> Certificate of Zoning Compliance - Commercial	<b>IVR Number:</b> 1043108	<b>District:</b>
<b>Status:</b> Submitted Online	<b>Applied Date:</b> 07/14/2020	<b>Expiration Date:</b>
<b>Square Feet:</b> 0.00	<b>Project Name:</b>	<b>Completion Date:</b>
<b>Description:</b> office for energy consulting	<b>Assigned To:</b> Davidson, William	

[Locations](#)

[Fees](#)

[Reviews](#)

[Inspections](#)

[Attachments](#)

[Contacts](#)

[Sub-Records](#)

[Holds](#)

[Meetings](#)

[More Info](#)

[Locations](#) | [Parcels](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

- No fees are due at this time.
- Staff will start processing your application, which should take no more two days.
- If complete, you will receive another E-mail alerting you can pay your invoice.
- If incomplete, staff will email you for the additional information.