
Sec. 86-39. Zoning permit procedure and requirements.

A zoning permit must be approved prior to obtaining a building permit. The requirements for submitting a zoning permit include the following:

- (1) Completed zoning permit application as provided by the zoning office;
- (2) Professionally sealed plat or site plan;
- (3) Virginia Department of Health and Virginia Department of Transportation (VDOT) approvals, if applicable;
- (4) Schedule a permit application review, if required by the zoning administrator; and,
- (5) Plans as outlined in the section below.

(Ord. No. 09-21R2, Att. A, 9-27-2021)

Sec. 86-40. Plans to accompany applications for permits.

All applications for building permits shall be accompanied by a plat drawn by a licensed land surveyor and a drawing or plan in duplicate or as required by the zoning administrator showing, with dimensions, the following:

- (1) The plat must be drawn to scale and include a graphic scale and north arrow.
- (2) Building footprint and height for existing and proposed structures including driveways, pedestrian paths, and any accessory structures.
- (3) Setbacks from all property lines.
- (4) Limits of clearing and location of silt fence and construction entrance.
- (5) Topography.
- (6) Any easements or rights-of-way.
- (7) Flood zone with limits of the 100-year floodplain and provide the FIRM, community panel number.
- (8) Chesapeake Bay Preservation Area (RPA-RMA).
- (9) Location of primary and reserve septic systems and well location.
- (10) Note any variances that have been approved.
- (11) For water related construction (piers, bulkheads, rip-rap, boathouse, and other water related structures), application must be submitted with approvals from the Army Corps of Engineers, Virginia Marine Resources Commission and the Local Wetlands Board.
- (12) Label adjoining road and state route.
- (13) Suitable notations indicating the proposed use of all land and buildings, including the number of families or dwelling units or rental units proposed.
- (14) And such other information as may be necessary to provide for the enforcement of the regulations of this chapter;
- (15) If necessary and required in a specific case, a boundary survey and a staking of the lot by a competent surveyor and complete construction plans.

A record of the original copy of such applications and plans shall be kept in the offices of the zoning administrator, and a duplicate copy shall be kept at the building site at all times during construction. In a particular case, the zoning administrator may waive the requirement for plans when such plans are clearly unnecessary to a decision or the record on the case.

(Ord. No. 09-21R2, Att. A, 9-27-2021)

Sec. 86-41. Inspections during construction.

- (a) The owner shall have one set of approved plans, profiles, and specifications available at the site at all times when work is being performed. A designated, responsible employee shall be available for contact by the zoning administrator or inspector.
- (b) Upon satisfactory completion of all installations of the required improvements, the owner shall receive an approval from the zoning administrator, upon application for such approval. Such approval will authorize the release of any bond which may have been furnished for the guarantee of satisfactory installation of such improvements or parts thereof. Inspection is to be made within a reasonable time of the request, and the bond released as quickly as circumstances will permit.
- (c) The installation of improvements as required in this chapter shall in no case serve to bind the county to accept such improvements for maintenance, repair or operation. Improvements shall be subject to the existing regulations for approval of each type of improvement.

(Ord. No. 09-21R2, Att. A, 9-27-2021)

Sec. 86-42. Certificate of occupancy.

- (a) No vacant land shall be occupied or used, except for agricultural uses associated with the conduct of a farm, until a certificate of occupancy shall have been issued by the building official.
- (b) No premises shall be used, and no buildings hereafter erected or structurally altered shall be used, occupied or changed in use, until a certificate of occupancy and compliance have been issued by the building official, stating that the building or proposed use of a building or premises complies with the building laws and the provisions of this chapter.
- (c) Certificates of occupancy and compliance shall be applied with the application for a building permit and shall be issued within ten days after the erection or structural alteration of such buildings shall have been completed in conformity with the provisions of this chapter. A record of all certificates shall be kept on file in the office of the building official.
- (d) A certificate of occupancy may be issued for a part of a prepared building or development or section thereof completed in accord with the terms of this chapter even though the entire building or development or section thereof has not been completed.
- (e) A certificate of occupancy shall be required of all nonconforming uses.
- (f) The building official may issue a temporary and contingent certificate of occupancy and compliance for a period not to exceed six months where, because of the unusual nature of the uses, a trial period of operation is in his opinion the most appropriate way to determine actual compliance with the terms of this chapter.

(Ord. No. 09-21R2, Att. A, 9-27-2021)