



# Before You Apply

## Business Occupancy

### What is a Business Occupancy Application for?

The application must be completed before issuance of a Town business license to ensure compliance with zoning and building regulations. The application will be required for new businesses and businesses that change contact information or location. If the business is being run from a residence, see the Home Occupation Application. [Christiansburg Town Code Section 18-365. Compliance with zoning and building regulations required](#)

### Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- *No additional files are required to submit this application. If staff needs additional information, someone will reach out to a contact on file.*

### Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the business and a specific contact person if applicable.

### Fees

There are no fees associated with this application.

### Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Business Occupancy" to find the correct application.

[https://selfservice.christiansburg.org/energov\\_prod/selfservice#/home](https://selfservice.christiansburg.org/energov_prod/selfservice#/home)

### What to Expect After you Apply

After you apply for a Business Occupancy, staff will review your application and may reach out with additional questions. If/when your application is approved, you will receive an email letting you know the next steps.

### Common Errors and Things to Note

Some common errors we see and important items to note on this type of application include:



- Be sure to list the square footage of the space your business is occupying. If the building is 2000 square feet, but you are only occupying half of the building, list 1000 square feet for "Square footage of the building or space being occupied."
- Note that any new signs or alterations to existing signs will require issuance of a sign permit, which is a separate process.
- Note that any alterations to the building or site may require additional permitting.
- Changes of use will require submittal of a site plan.