THE PLACE TO BE.
**CHRISTIANSBURG** VA
DEPARTMENT OF PLANNING

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# Before You Apply
## Zoning Permit

### What is a Zoning Permit Application for?

Zoning Permits are required as per *Christiansburg Town Code* Section 42-6. - Zoning permits. These permits are for projects that are not otherwise regulated by the Building Code, such as accessory structures less than 256 sq.ft. or patios/decks not otherwise regulated by the Building Code.

### Required Files

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

- Site plans are an aerial of the property with existing and proposed structures provided. Proposed structures must have setback distances provided from the structure to nearby property lines.
- A Plat of the property is required. This is a surveyed legal drawing of the property. If you do not have this record, please contact the Montgomery County Clerk's office and request a copy from their land records.
    - In the case of your property not having a plat on record, please provide a document stating *"I have contacted the Montgomery County Clerk's Office and they have verified that there is no plat for the property __"insert address here"_____ recorded."*
- *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 applicant and property owner (if different from applicant).

If you have a contractor, to input your contractor's contact information, you will be required to provide their State Contractor License number.

### Fees

You will receive an invoice upon approval for $50.00.

Invoices can be paid for on your permit portal and staff will be notified the following business day of the payment. You can also pay in person or by mailed check. Please print a copy of your invoice and provide payments to the Finance Department in the Town of Christiansburg Town Hall.

## 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 "Zoning Permit" to find the correct application.

https://selfservice.christiansburg.org/energov_prod/selfservice#/home

## What to Expect After you Apply

After you apply for a Zoning Permit, 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.

## Required Inspections

Zoning Permits have two required inspections.  Inspections can be requested through the permitting portal linked above.  Log in, find your permit record, and look under "Available Actions" for an inspection request button.

- Setback Inspection:  Request this inspection when you have the location of your structure and property lines marked.  The inspector will schedule a time with you to check that the proposed location matches your approved permit and that it meets required setbacks.
- Final Inspection:  Request this inspection when the structure is in place and construction is complete.  The inspector will schedule a time with you to check that the final location matches your approved permit.

## Common Errors

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

- For accessory structures, please provide the use of the structure. For example, carport, storage shed, garage, greenhouse, etc.
- Setback distances – Please provide the distance between the property lines and the project site so staff can verify that your project site is not located in an easement and meets required setbacks per our Town Code.