New Commercial Buildings and First Generation Tenant Space

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Effective: July 15, 2008

This is to establish a policy that allows for a developer/builder of a new building to obtain an Occupancy Permit for a first generation tenant space when a tenant has not been identified.

Following are the required steps:

1. In addition to Site Plan approval for a new commercial building, the applicant must obtain a Certificate of Zoning Approval from the Zoning Division for a commercial project.

2. A Building Permit and the associated Trade Permits will be issued for the new commercial building. Additionally, a separate Building Permit will be issued for each tenant space in accordance with the approved Site Plan and the Certificate of Zoning Approval for the building. Once all the construction inspections are approved for the new commercial building, an Occupancy Permit will be issued for each tenant space that has been issued a separate Building Permit.

3. Once the first generation tenant has been identified, the tenant must obtain from the Zoning Administrator an Occupancy Permit Approval.

The first generation tenant will submit a copy of the Occupancy Permit Approval with the Building Permit Application. Additionally, a statement will be submitted, signed by the building owner and tenant, that no construction work has occurred since the issuance of the original Occupancy Permit to the developer/builder. Staff will verify that the tenant's Building Permit is consistent with the previous approvals (i.e., Building Code Use Group, square footage, Building Code Occupancy Loads, and the County issued address), and a new Occupancy Permit will be issued to the tenant. (NOTE: The original inspections conducted in conjunction with the original construction of the building meet the Virginia Uniform Statewide Building Code's requirement for a safety inspection. Therefore, no additional safety inspection is required.)

Attachment/Hyperlinks

*   Building Permit Application