



Madison County Building Department

410 N. Main St, Madison VA 22727; Phone: (540) 948-6102

Mailing address: PO Box 1206, Madison VA 22727

Website: www.madisonco.virginia.gov

Application for a Change of Occupancy to an Existing Building

General Information

Date	
Name of Applicant	
Name of Owner	
911 Address	
Tax Map Number	
County Zoning District -or- Town Zoning District (Town Approval Required)	
Flood Zone	

Building Information

Year Constructed	
Current Use	
Current Use Group Classification (per VCC)	
Construction Type	
Proposed Use	
Proposed Use Group Classification (per VCC)	
Construction Type	

Per the Virginia Uniform Statewide Building Code:

1. Prior to a change of occupancy of a building or structure, the owner or the owner's agent shall make written application to the local building department for a new certificate of occupancy and shall obtain a new certificate of occupancy.
2. Prior to occupancy or the change of occupancy of a building or structure, a certificate of occupancy shall be obtained.

General Notes & Guidelines Regarding a Change of Occupancy

- A Building Permit is required for a change of occupancy.
- If deemed necessary by the Building Official (or if requested by the applicant), a preliminary meeting shall be held prior to a permit being issued.
- The Change of Occupancy shall comply with chapter 7 of the 2018 Virginia Existing Building Code (2018 VEBC).
- Any repairs, alterations or additions undertaken in connection with a change of occupancy shall conform to the applicable requirements of the 2018 VEBC.
- If repairs, alterations, or renovations are performed and the building was constructed prior to 1985, the Asbestos Certification Form shall be submitted with the application.
- At a minimum, an accurate floor plan shall be submitted with the application. The floor plan shall be drawn to scale, all rooms/doors/exits shall be labeled, label each room with its intended use, and provide dimensions for each room.

Please submit this form, along with a Building Permit Application and a floor plan (as noted above). Please provide a detailed description of the proposed use. Additional documents and approvals may be required based on the proposed use and occupancy. If alterations, renovations, or an addition is proposed, additional construction documents will be required as well.

Signature of Applicant: _____

Name of Applicant: _____

Business Name: _____

Date: _____

Phone Number: _____

Email: _____