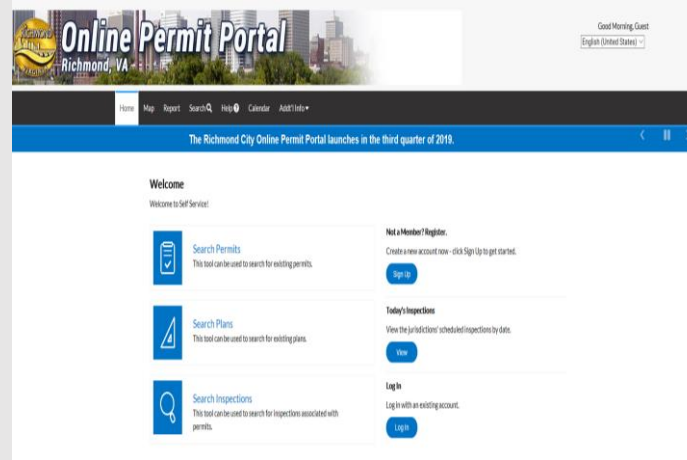




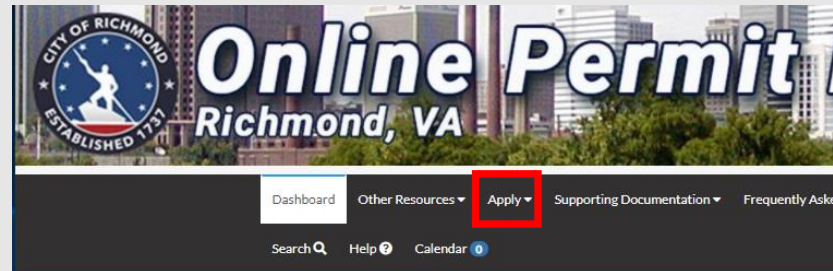
USER GUIDE:
How to apply for a
Certificate of Zoning
Compliance-**Residential** Permit

Zoning Division
Updated 9/28/2020

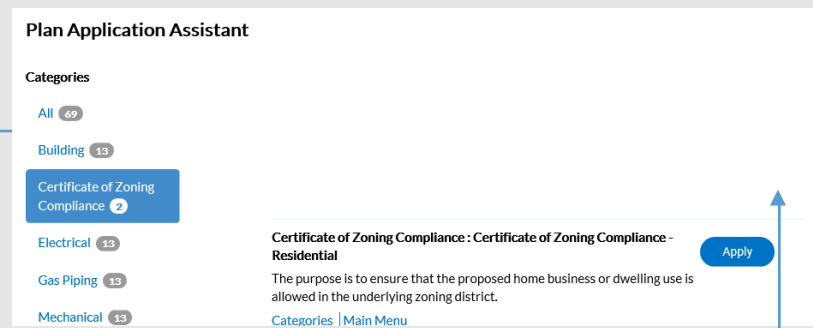
Step 1. Create new account or Log In to existing account



Step 2. **Select** Apply button on dashboard and **Select** ALL (69)



Step 3. **Select** Certificate of Zoning Compliance-Residential

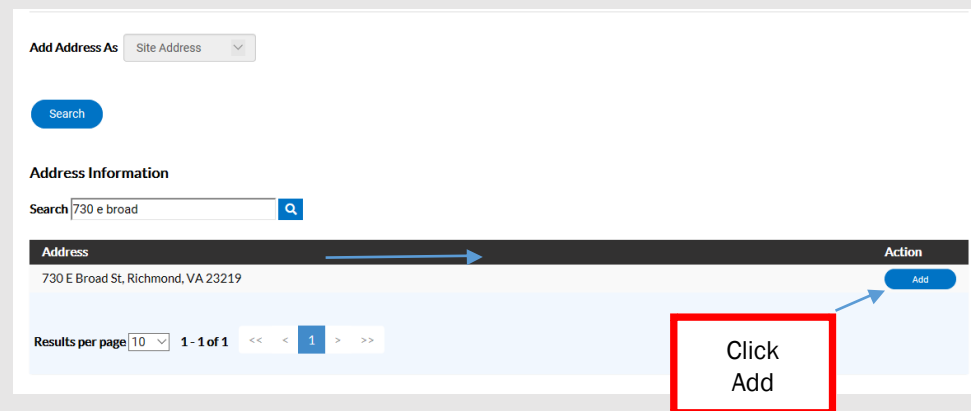
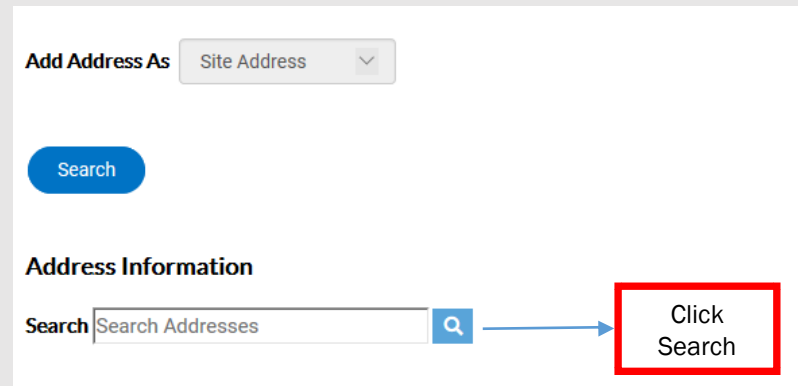
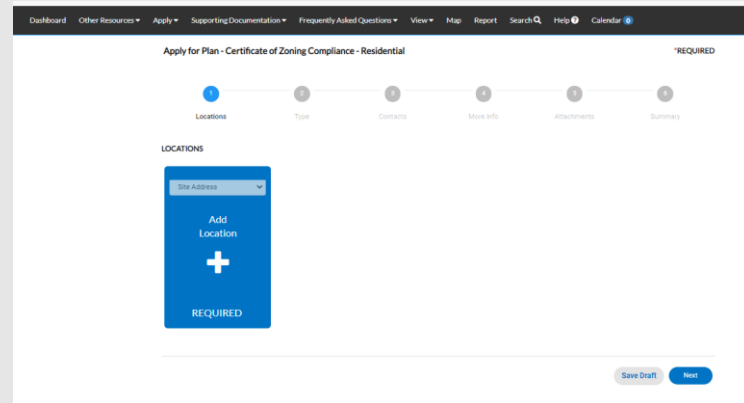


Step 4. The LOCATIONS screen will display

Select Add Location (inside blue box)

Step 6. Add Address As Screen

- Enter physical business address (see example)
- **Select** search
- **Select** correct address (ex. 900 E Broad)
do not enter street type (ex. cir, blvd, rd)
- Select **ADD**



Step 7. address and parcel # should display IF correct (see example)

Select next

Step 8. The Plan Details (TYPE) screen will display

Step 9.

- Enter business description (see example)
- Enter square feet information (area devoted to business only)
- Select NEXT

Apply for Plan - Certificate of Zoning Compliance - Residential *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More info Attachments Summary

LOCATIONS

Type: Site Address
730 E Broad St, Richmond, VA, 23219

Main Address

Parcel Number
0118778_N0000002016

Main Parcel

Remove

Site Address

Add Location

+

Save Draft Next

Apply for Plan - Certificate of Zoning Compliance - Residential *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More info Attachments Summary

PLAN DETAILS

*Plan Type: Certificate of Zoning Compliance -

Description: Home office for marketing consulting

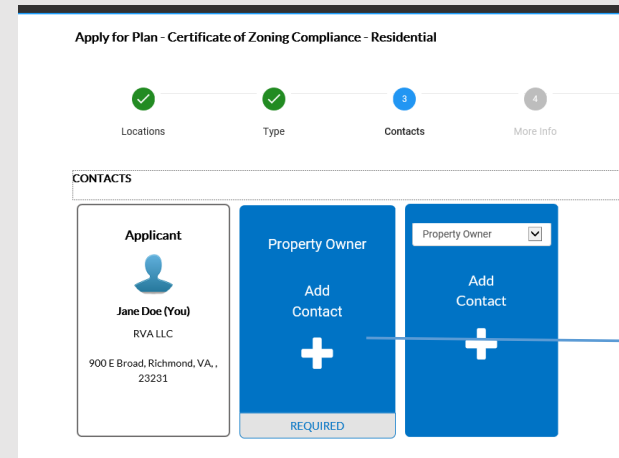
Square Feet: 120

Back Save Draft Next

Need Help using the Portal? Email CSG-Help@richmondgov.com . ¿Necesita ayuda? Enviar un correo al CSG-Help@richmondgov.com.

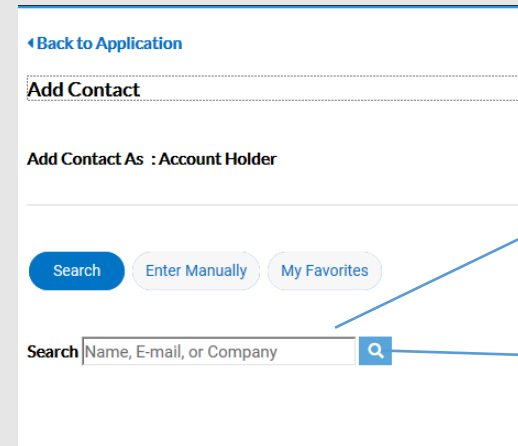
Click Next

Step 10. The CONTACT screen will display



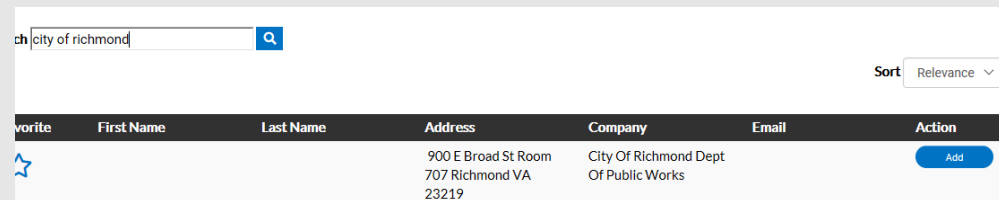
Step 11. Property Owner (Required)

- Enter property owners name
- **Select** SEARCH



Step 12.

- **Select** correct property owners information
- **Select** ADD



Step 13. Property Owner (Required)

- Enter property owners name
- **Select** SEACH

◀ Back to Application

Add Contact

Add Contact As : Account Holder

Search Enter Manually My Favorites

Search 🔍

Locate on City Assessor's website:
<http://www.richmondgov.com/Assessor/index.aspx> or call
804-646-7500

SEARCH

Step 14.

- **Select** correct property owners information
- **Select** ADD

ch | city of richmond | 🔍

Sort: Relevance ▾

Favorite	First Name	Last Name	Address	Company	Email	Action
★			900 E Broad St Room 707 Richmond VA 23219	City Of Richmond Dept Of Public Works		Add

Step 15.

I. Select add contact

Verify information if correct & select **NEXT**

Step 16. The More Info screen will display

Click & Select YES

- I live in a:
- *Single-family dwelling
 - * Two Family (two units)
 - *Multi-family = three or more dwelling units (apartment building/complex)
 - *Condo

Select No

Same information from step 2

Step 17. A minimum all areas indicated with (*) are required.

select **NEXT**

Step 18. Continued

Choose from below

*Must select at least ONE of the following:

Must select at least ONE of the following: is required.

Additional Contacts:

Please enter Name, Address, Phone number, and Email address of the Additional Contact in the above field.

Notes

Parking Information [Previous Section](#) | [Top](#) | [Main Menu](#)

Parking Location (provide address):

On-Site Parking Spaces (# of dedicated spaces):

Off-Site Parking Spaces (# of dedicated spaces):

Parking Description:

[Back](#) [Save Draft](#) [Next](#)

Step 19. Review information and select NEXT

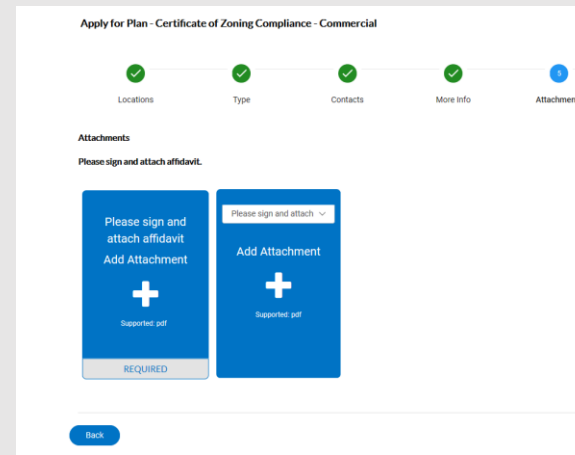
Ownership Change - Use this to apply ONLY when you have purchased a 2-family dwelling.

(Example: I have purchased a two-family attached/detached dwelling building with a maximum of two living units)

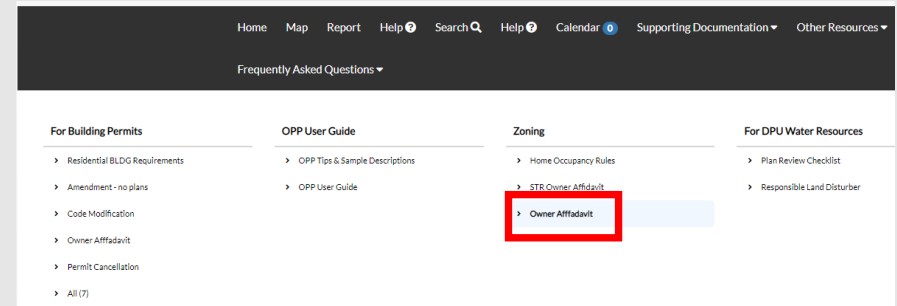
Home Occupation - Use this to apply when a place of residence will be used to operate a business and a business license is required.

(Example: Establish a marketing consulting business within a portion of the residence)

Step 20. The Attachments screen will display



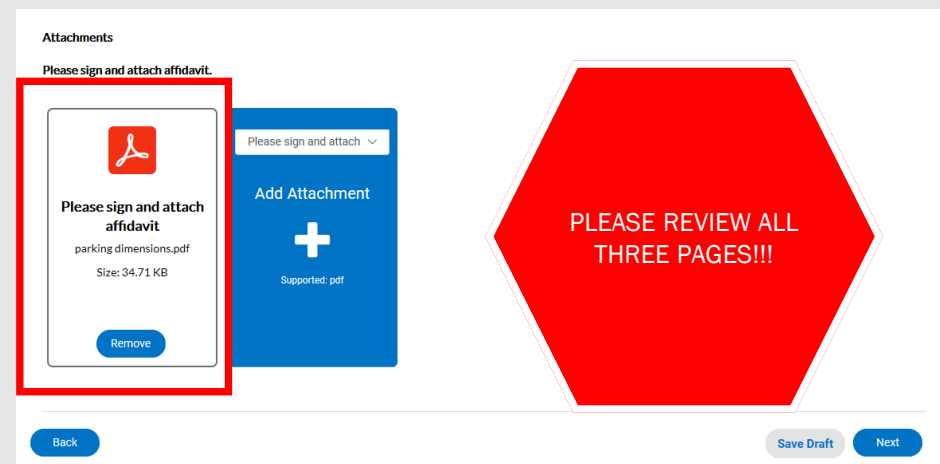
Step 21. Select owner affidavit under supporting documentation tab



Step 22. Complete form and attach to plan in blue box

If box has white background select **NEXT*

**If background is still blue, please try again*



Step 23. The SUMMARY screen will display

Apply for Plan - Certificate of Zoning Compliance - Residential

REQUIRED

- Locations
- Type
- Contacts
- More Info
- Attachments
- Summary 6

Locations

Location 1 730 E Broad St, Richmond, VA., 23219
Location 2 0118778_N0000002016

Basic Info

Type Certificate of Zoning Compliance - Residential
Description home office for marketing consulting
Square Feet 150
Applied Date 07/20/2020

Contacts

Contact 1 Jane Doe
RVA LLC
900 E Broad, Richmond, VA., 23231
Contact 2 City Of Richmond Dept Of Public Works
900 E Broad St Room 707, Richmond, VA., 23219

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Estimated Fees

Fee	Amount
Certificate of Zoning Compliance - Residential	\$75.00

Total: \$75.00

More Info

I am authorized to submit this application Yes

[Next Section](#) | [Top](#) | [Main Menu](#)

General Information

Residential Uses: One Family

No. of Units:

BZA # (if applicable):

SUP/CUP # (if applicable):

Plans: No

Square Footage: 150

POD # (if applicable):

Check ONE of the following:

Must select at least ONE of the following: Home Occupation

Additional Contacts:

Please enter Name, Address, Phone number, and Email address of the Additional Contact in the above field.

Notes

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Parking Information

Parking Location (provide address):

On-Site Parking Spaces (# of dedicated spaces):

Off-Site Parking Spaces (# of dedicated spaces):

[Previous Section](#) | [Top](#) | [Main Menu](#)

Step 24. Review data, verify fee is correct ,
click **SUBMIT**

Attachments

Attachment 1	permit copy.pdf
--------------	-----------------

Back Save Draft Submit

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: CZC-071175-2020

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Certificate of Zoning Compliance - Residential	IVR Number:	1034872	District:	aaRichmond
Status:	Submitted Online	Applied Date:	07/20/2020	Project Name:	
Square Feet:	0.00	Assigned To:	Davidson, William	Expiration Date:	
Description:	home office for marketing consulting				

Locations Fees Reviews Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Step 25. Application submittal completed

- No fees are due at this time.
- Staff will start processing your application, which should take no more two days.
- If complete, you will receive another E-mail alerting you can pay your invoice.
- If incomplete, staff will email you for the additional information.