



Rouss City Hall  
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Winchester, VA 22601

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**APPLICATION FOR A CHANGE OF USE**

Applicant's Name: \_\_\_\_\_ Email (optional): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

A Change of Use is requested at the following location: \_\_\_\_\_

(Be specific if this is only a portion of a building – e.g. 123 Main St, ground floor, Suite 100)

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Will there be any alterations to the interior or exterior of the building?  Yes  No

If Yes, provide short description: \_\_\_\_\_

Will there be any:  Electrical  Plumbing  Gas  Mechanical

Located in: Historic District?  Yes  No Flood Plain?  Yes  No Corridor Enhancement Area?  Yes  No

Site Plan # (if applicable) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Disapproved

Comments: \_\_\_\_\_

\_\_\_\_\_  
Zoning Official Date: \_\_\_\_\_

Approved  Disapproved

Comments: \_\_\_\_\_

\_\_\_\_\_  
Planning Department Date: \_\_\_\_\_

Approved  Disapproved

Comments: \_\_\_\_\_

\_\_\_\_\_  
Building Official Date: \_\_\_\_\_

Change of Use Inspection Fee  
Residential.....\$ 40.00  
Commercial.....\$100.00

Checks Payable To: Treasurer, City of Winchester  
Amount Received: \_\_\_\_\_  
Date: \_\_\_\_\_ (111-0000-313.04)

## CHANGE OF USE IN AN EXISTING BUILDING

**Note: Changing the use of a building can range from a very simple process to a very complex one depending on the current use of the building and the proposed use of the building.**

The Virginia Uniform Statewide Building Code defines a *change of use or occupancy* as:

- A change in the purpose or level of activity within a structure that involves a change in the application of the requirements of the code.

A change of ownership without changing the existing use is not required to comply with this procedure.

**Section 103.3 states: Change of Occupancy.** No change shall be made in the existing occupancy classification of any structure when the current USBC requires a greater degree of **structural strength, fire protection, means of egress, ventilation, or sanitation**. When such a greater degree is required, the owner or the owner's agent shall make a written application to the local building department for a new occupancy classification.

When impractical to achieve compliance with this code for the new occupancy classification, the building official shall consider modifications upon application.

**3409.4 Change of Occupancy.** Existing buildings, or portions thereof, that undergo a change of group or occupancy shall have all of the following features:

1. At least one accessible building entrance.
2. At least one accessible route from an accessible building entrance to primary function areas.
3. Signage complying with Section 1110.
4. Accessible parking, where parking is being provided.
5. At least one accessible passenger loading zone, when loading zones are provided.
6. At least one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.

Depending on the proposed new use and the extent of alterations, plans and additional information may be required.

The Building Official may require such plans or documents to be sealed by a *Virginia Registered Design Professional (RDP)*.

Changes of Occupancy may comply with either of the following codes:

- 2009 Virginia Construction Code
- 2009 Virginia Rehabilitation Code
- 2009 Virginia Construction Code/Chapter 3410.0 Compliance Code

To determine if the above requirements have been met, complete a Change of Use Application and submit it and any plans or documents to the City of Winchester Zoning & Inspections Office for review by the Zoning, Planning, and Building Officials.

Copies of the Virginia Construction Codes may be viewed at:

[www2.iccsafe.org/states/Virginia/](http://www2.iccsafe.org/states/Virginia/)

**Right of appeal; filing of appeal application.** The owner of a building or structure, the owner's agent or any other person involved in the design or construction of a building or structure may appeal a decision of the building official concerning the application of the USBC to such building or structure and may also appeal a refusal by the building official to grant a modification to the provisions of the USBC pertaining to such building or structure. The applicant shall submit a written request. (USBC 119.5)