

City of Winchester – Development Checklist

Thank you for your interest in starting, relocating or expanding a business in the City of Winchester! The below checklist is intended to be a guide for what steps may need to be completed in order to have a successful development project in the City.

Task Item	Contact:
<input type="checkbox"/> Identify Property for Development	Business Owner / Developer
<input type="checkbox"/> Check Your Zoning Designation	Zoning & Inspections Department
<input type="checkbox"/> Confirm Proposed Use/Business or Expansion is Permitted	Zoning & Inspections Department
<input type="checkbox"/> Inquire About Available Business Resources	Economic Redevelopment Department
<input type="checkbox"/> Confirm Available Public Utilities for Proposed Use	Engineering Department
<input type="checkbox"/> Check if Property is within Floodplain	Engineering Department
<input type="checkbox"/> Obtain Necessary Permits/Approvals	
Building Permits	Zoning & Inspections Department
Zoning Overlay Permits (Historic District/Corridor Enhancement District)	Zoning & Inspections Department
Site Plan, Rezoning, Conditional Use Permits	Planning Department
Land Disturbance Permits	Engineering Department
Utility Permits	Engineering Department
<input type="checkbox"/> Obtain Certificate of Occupancy	Zoning & Inspections Department
<input type="checkbox"/> Obtain a Business License	Commissioner of Revenue

Department	Contact Number / E-Mail
Zoning & Inspections	540-667-1815 / plngdept@winchesterva.gov
Economic Redevelopment	540-667-1815 / info@developwinchesterva.gov
Planning	540-667-1815 / plngdept@winchesterva.gov
Public Services – Engineering	540-667-1815 / engineering@winchesterva.gov
Commissioner of Revenue	540-667-1815 / commrevenue@winchesterva.gov

“To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community.”