

## **Zoning & Related Permits for Commercial Space (Pre-Existing Space or Build-to-Suit)**

Whether you choose a pre-existing building or want to purchase land to build your business from the ground up, there are several steps you have to take before you sign the lease or break ground to make sure your business can open without a hitch.

If the building or site is located within one of Isle of Wight County's two incorporated towns (Smithfield and Windsor), contact them for zoning and signage requirements and related permits. For building permits, contact Isle of Wight County's Central Permitting Division.

## Town of Smithfield

Department of Planning 310 Institute Street, Smithfield, VA 23430 757-365-4200

## Town of Windsor

8 E. Windsor Blvd. Windsor, VA 23487 (757) 242-4288

If the property is located elsewhere within Isle of Wight County, follow these steps:

- 1. Contact the <u>Central Permitting Division</u> at 757-365-6211 to find out what type of zoning your business needs.
- 2. Work with your broker to ensure that your location is in the correct zoning district.
- 3. If your business requires a sign, check with Central Permitting for rules and ordinances.
- 4. Secured your location? Check to see what building permits you need.

Need help? Economic Development is available to assist you in your search for a building or site that meets your business requirements. Contact us at 757-365-6249 or email iwced@iwus.net.