



Mathews County Building Department

17 Court St, Mathews VA 23109

Phone: (804) 725-7171

www.co.mathews.va.us

Certificate of Occupancy Guidelines

116.1 General; when to be issued. A certificate of occupancy indicating completion of the work for which a permit was issued shall be obtained prior to the occupancy of any building or structure, except as provided for in this section generally and as specifically provided for in Section 113.8 for additions or alterations. The certificate shall be issued after completion of the final inspection and when the building or structure is in compliance with this code and any pertinent laws or ordinances, or when otherwise entitled. The building official shall, however, issue a certificate of occupancy within five working days after being requested to do so, provided the building or structure meets all of the requirements for a certificate.

Exception: A certificate of occupancy is not required for an accessory structure as defined in the *International Residential Code*.

113.8 Final inspection. Upon completion of a building or structure and before the issuance of a certificate of occupancy, a final inspection shall be conducted to ensure that any defective work has been corrected and that all work complies with the USBC and has been approved, including any work associated with modifications under Section 106.3. The approval of a final inspection shall be permitted to serve as the new certificate of occupancy required by Section 116.1 in the case of additions or alterations to existing buildings or structures that already have a certificate of occupancy.

NOTE:

If you have been issued a building permit for a new dwelling (including manufactured homes) or a new commercial building, a Certificate of Occupancy will be issued after all work is complete and a final inspection is performed.

Documentation from the Virginia Department of Health indicating an approved water supply and sewage disposal system is installed is also required; a statement from the VDH indicating the well & septic are safe, adequate and proper will meet this requirement.

In addition, if the home is located in a flood zone (SFHA), an elevation certificate showing full compliance with the USBC and the Mathews County Floodplain Management Ordinance is required.