



# County of Mathews

Department of Planning & Zoning

P.O. Box 839 ▼ Mathews, VA 23109

(804) 725-4034

## PROCESS FOR STARTING A BUSINESS IN MATHEWS COUNTY

There are three departments that are primarily responsible for issuing permits/licenses for businesses in Mathews County—Planning & Zoning, Building Official, Commissioner of Revenue

### Planning & Zoning

- You will need to apply for a **zoning permit** to provide the Zoning Administrator with information about the type and location of your business in order that a determination may be made that the use is permitted in the proposed location and that the building/structure and lot conform to the zoning regulations.
- The zoning permit application is transmitted to various outside review agencies (Health Department, VDOT, HRSD, etc.) for their review and comments. The applicant is responsible for addressing these comments.
- When it has been determined that the application complies with all zoning and regulatory agency requirements, a zoning permit will be issued.
- A zoning permit application is either approved or disapproved within thirty (30) days of the receipt of the application by Planning & Zoning. The application fee for a zoning permit is **\$50.00**.

There are instances where applicants apply for a **home occupation permit**. The same approval process is involved for a home occupation as is involved in approving a zoning permit. There are certain business uses, however, that are not permitted as home occupations. Activities that generate noise, smoke, fumes, glare, traffic or fire hazards are not permitted as home occupations. In addition, exterior alterations of a building which change the character of it from a primarily residential use are not permitted.

After a zoning permit is approved, the applicant is responsible for contacting the Building Official to determine if a building permit is required. The applicant is also responsible for contacting the Commissioner of Revenue to obtain a business license.

**Note: Issuance of a building permit by the Building Official or a business license by the Commissioner of Revenue does not constitute zoning approval.**

For further information regarding when and if a zoning permit is required, please contact the Mathews County Department of Planning and Zoning at the above address. Planning & Zoning Department information may also be found on the County's website---[www.mathewscountyva.gov](http://www.mathewscountyva.gov).