



## Mathews County Building Department

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<https://www.mathewscountyva.gov/>

# Certificate of Occupancy Guidelines

**116.1 General; when to be issued.** *Prior to occupancy or change of occupancy of a building or structure, a certificate of occupancy shall be obtained in accordance with this section. The building official shall issue the certificate of occupancy within five working days after approval of the final inspection and when the building or structure or portion thereof is determined to be in compliance with this code and any pertinent laws or ordinances, or when otherwise entitled.*

Exceptions: 1. A certificate of occupancy is not required for an accessory structure as defined in the IRC.

2. A new certificate of occupancy is not required for an addition to an existing Group R-5 building that already has a certificate of occupancy..

**113.8 Final inspection.** Upon completion of construction for which a permit was issued, 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 building official shall be permitted to require the electrical service to a building or structure to be energized prior to conducting the final inspection. Approval of the final inspection indicates that all work associated with the permit complies with this code and the permit is complete. Prior to occupancy or change of occupancy of a building or structure, a certificate of occupancy shall be issued in accordance with Section 116.

### 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.