



# COUNTY OF CAMPBELL

## COMMUNITY DEVELOPMENT

PO Box 100  
85 Carden Lane  
Rustburg VA 24588

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## How to Obtain a Business License in Campbell County

Before a **business license** is issued by the Commissioner of Revenue, you will need to obtain:

- A Zoning permit.
- A copy of the lease agreement or written landowner approval of the business.
- A Building permit, in the following situations:
  - There is a change of ‘use and occupancy classification,’ as determined by Building Inspections staff. This occurs in situations where a new type of business (change of use) moves into a building, and/or when the occupant load changes due to new construction.
  - There is any new construction or mechanical, electrical, or plumbing work to be done.

*Zoning and building permits are issued at the same time.*

A **Certificate of Occupancy (CO)**, required to occupy a building, will be issued:

- When requested (if a CO does not exist)
- When the ‘use and occupancy classification’ of a building changes. For example, when a building is converted from one use to another or the occupant load is increased
- For new buildings

A **Home Occupation** permit is required for home-based businesses.

The Town of Altavista and the Town of Brookneal have their own zoning regulations. For businesses located in either of these towns an approval from those zoning offices will be required. For the Town of Altavista please contact Dan Witt at 434-369-5001 and for the Town of Brookneal please contact Mike Crews at 434-376-3124. Building permits for both towns are issued by Campbell County.

In addition to the above items, for changes in the use of the building you *may* need approval from the following agencies:

Health Department	434-332-9550	Public Utility	434-239-8654
Food Service	434-332-9550	Campbell County Fire Marshall	434-332-9540
Department of Agriculture, or Regional Office in Roanoke	434-947-2522 540-857-7344	VDOT	434-947-2168