



HOW AND WHEN TO OBTAIN YOUR ZONING COMPLIANCE CERTIFICATE

**PLEASE KEEP THIS BROCHURE TO HELP YOU
FOLLOW THE STEPS REQUIRED TO OBTAIN
YOUR ZONING COMPLIANCE CERTIFICATE
TO ALLOW OCCUPANCY AND/OR USE OF
STRUCTURES AND/OR LAND**

**Contractors/Developers please give this
brochure to your clients!!!**

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Per the Tazewell County Zoning Code:

"No building, structure or use of land, shall be occupied or used until a certificate of compliance is issued by the Zoning Administrator after determination that a building, structure or use of land is in accordance with the provisions of any special use permit, plat approval, or building permit. A temporary certificate of compliance may be issued in accordance with the provisions of the Zoning Code."

"Further no Compliance Certificate shall be issued for a change-in-use until the premises have been inspected and such change is certified by the Community Development Administrator to be in compliance with all applicable regulations of the zoning district in which it is located."

A certificate of compliance shall be issued by the Community Development Administrator for:

1. Occupancy and use of a building erected, reconstructed, enlarged or moved
2. Occupancy and use of land or change in use of a building or land

YOU HAVE COMPLETED CONSTRUCTION YOUR NEXT STEPS PRIOR TO OCCUPANCY OR USE ARE:

1. If the construction is for a dwelling or other buildings that require a septic permit from the Tazewell County Health Department, you must first obtain a septic compliance certificate from the Tazewell County Health Department, prior to a final inspection and issuance of a Zoning Compliance Certificate to allow occupancy or use.

NOTE A copy of the septic compliance certificate shall be presented to the Community Development Department prior to a final inspection. (You may also present the Septic Certificate to the Inspector on site during a final inspection).

2. If you obtained either a Standard or Site Specific Erosion Control Permit, all requirements with regards to final seeding shall also be fulfilled prior to issuance of Zoning Compliance Certificate to allow occupancy or use.

3. Contact the Community Development Staff and request a final inspection by the Field Inspector for all other constructions or uses.

A COMPLETED STRUCTURE - Requires all exterior work to be finished, i.e. siding, windows, guttering, seeding, etc.

Failure to obtain a Zoning Compliance Certificate prior to occupancy or use shall result in a fine of not more than \$500.00 dollars. Each week the violation continues shall be considered a separate offense.

During the construction period if an individual has any questions, please do not hesitate to contact the Community Development Staff for any assistance that you may need.

Contact the Tazewell County Health Department for information to obtain your septic compliance certificate at:

(309) 477-2223

NOTE: The Community Development Department will not issue any compliance certificate for any new construction which has received a new 911 address and has not properly visually displayed the 911 address.