

Zoning Ordinance and Building Code Public Safety Review Application for Galax City Business License

All **NEW AND EXISTING BUSINESSES** seeking a Galax City Business License **AND** planning to establish a **NEW BUSINESS LOCATION** or perform contract work within the City Limits must complete the following information checklist and obtain Zoning Ordinance and Building Code Public Safety Review approval.

STEP 1 – Contact Engineering Department Staff for assistance and to expedite review.

1. **This is NOT a construction Building Permit Application.** A Galax Business License must be obtained before a Building Permit can be issued. Contact the Galax Building Official- Thomas Hager at 276-236-7297 or thager@galaxva.com obtain Building Permit Application information.
2. If you need assistance or have questions, please contact one of the following City staff members.
 - a. Zoning Administrator-Bernie Rector at 276-601-3600 or brector@galaxva.com
 - b. Galax Building Official-Thomas Hager at 276-236-7297 or thager@galaxva.com
 - c. Galax City Engineer-Edwin Ward at 276-236-2422 or eward@galaxva.com

STEP 2 – Complete Business and Location information requested below and **submit to Bernie Rector, Zoning Administrator** at 276-601-3600 or brector@galaxva.com

1. **Contractors only working within the City limits do not need this approval and should skip to Step 4.**
2. Is this business a new and first-time startup with the Galax City limits? Yes___ No___
3. Is this an existing business relocating within the Galax City limits? Yes___ No___
4. Is this an existing business relocating from outside to inside the Galax City limits? Yes___ No___

Business Owner or Agent: _____

Mailing Address: _____

Telephone: _____ Email: _____

Business Name: _____

Type of Business: _____

Business Location Address: _____

Business Location Property Owner Name: _____

Business Location Property Owner Telephone: _____ Email: _____

Applicant Name: _____ Signature: _____

Date Form Submitted to City Staff Member: _____

STEP 3 – Engineering Department Zoning and Building Code Public Safety review approvals

Zoning Administrator: _____ Date: _____

Building Official: _____ Date: _____

STEP 4 – To apply for a City Business License you must submit approved application to the Commissioner of the Revenue office; rfunk@galaxva.com or kward@galaxva.com or call 276-236-2528 or stop by the Galax Municipal Building at 111 East Grayson Street, Galax, VA 24333.

