



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING AND ZONING
16 N. ROYAL AVENUE
FRONT ROYAL, VA 22630
(540) 635-4236
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PROCEDURE FOR OBTAINING A BUILDING/ZONING PERMIT

Before you begin the process, you should have the following information and material available – this will facilitate the approval of your application:

- A survey of the property showing the location of the proposed dwelling, addition, or structure, with building setbacks and yard setback dimensions. The survey must clearly show all existing improvements, lot dimensions, building height, and proposed improvements.
- A survey certified by a registered land surveyor or engineer is required for new single-family dwellings, and new non-residential buildings.
- Address of property where building activity will take place, along with the Tax map number, section, block, and lot number of the property.
- Cash or check (make check payable to Town of Front Royal), based on the applicable fee.

The following steps will guide you through the process of obtaining a Building/Zoning Permit:

- You may obtain Building/Zoning Permit applications from the Town of Front Royal website by visiting <http://www.ci.front-royal.va.us>, or at the Department of Planning and Zoning located at 16 N. Royal Avenue.
- Complete form with attachments and submit with the applicable fee and a Warren County Building Permit application (except for fences and accessory structures less than 150 square feet where a Warren County Building Permit is not required).
 - Some of the information is repeated on the two forms, but the information is necessary for a complete record of the proposed structure.
- If the application complies with the ordinance, a Zoning/Building Permit will be issued and the Warren County Building Permit application will be stamped approved.
- Take the completed and approved Town of Front Royal Building/Zoning Permit and the Warren County Building Permit Application form to the Warren County Building Inspector's Office to receive your building permit.

NOTE: Zoning staff will assign an address for new dwellings (house number and street name).