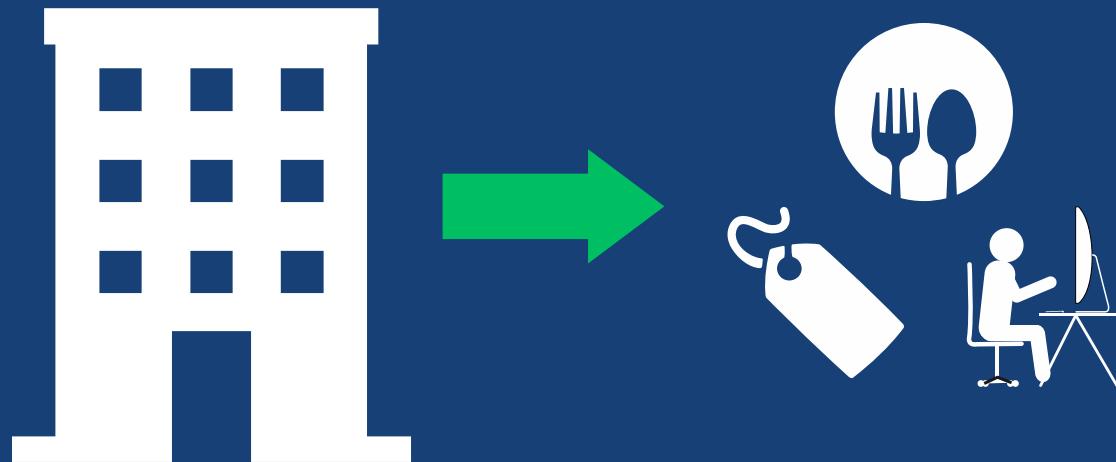




# Commercial Change of Use Program

The Town of Vinton Downtown Commercial Change of Use Program is administered by the Town and Roanoke County Economic Development Authority with the purpose of offsetting the cost to renovate a building for commercial use in accordance with Virginia State Building Code regulations. This grant can be used to renovate applicable commercial and residential properties if the new use of the building differs from the most recent use according to State Building Code.



## Eligible Reimbursable Expenditures

\*Proposed improvements must be approved by Town of Vinton staff prior to qualifying for the local grant

Qualifying expenditures include Zoning and Building Code required by the County/Town which apply specifically to meeting commercial use standards. Examples are:

- Architectural Services
- Structural Compliance
- Fire Flow Compliance
- Handicap Accessibility
- Parking Requirements
- Landscaping
- Off-Site Roadway Improvements
- Any and all other costs determined by staff to be necessary to meet commercial use standards.

Documentation of items eligible for reimbursement to the grantee shall be provided to County/Town staff, along with verification of the change of use of the property from residential to commercial.

## Award Amounts & Guidelines

This project will provide grants ranging from \$300 to \$5,000 to assist small businesses and property owners in the Town of Vinton with necessary building improvements in accordance with Virginia State Building Code, as a result of changing the use of a building.

- Equal to 30% of “Total Renovation Costs”
- Minimum investment of \$1,000
- Maximum grant award of \$5,000

\*The grant request must be tied to the approval of a change-of-use at the property, and will only be approved at such time that a certificate of occupancy is obtained by the Roanoke County Office of Building Safety.

## Steps to Apply

1. Contact the **Town of Vinton Economic Development Department at (540) 283-7061** to request an application or download the application from the Town of Vinton website at [www.vintonva.gov](http://www.vintonva.gov).
2. Talk to a member of the Planning and Zoning staff about your project scope to make sure it complies with zoning ordinances and regulations.
3. The applicant must consult with a registered design professional (e.g. architect)
4. Obtain a written estimate from a licensed contractor for the work to be performed. A 10% contingency of the total cost of the project must be provided in the estimate. The grant program will not reimburse you for your own labor, but materials are reimbursable.
5. Return the completed application and a cost estimate of the proposed improvement to: Planning and Zoning Department, 311 South Pollard Street, Room 105, Vinton, VA 24179.

## Review Process

1. The Planning Department and/or Project Planner will review the application for submission to a review committee.
2. Potential applicants are encouraged to contact the Project Planner who is available to preview design concepts and ensure proposals meet regulations.
3. Applicants will be notified in writing of the decision. Funding is available on a first come basis.
4. Your project must be approved before work begins.
5. All approved grants will be paid upon COMPLETION and APPROVAL of the improvement according to the description in the application.
6. A written explanation of the reasons for denial of an application will be supplied within 30 days from the date of the review decision