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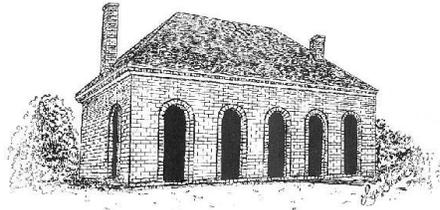
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HANOVER COURTHOUSE

# HANOVER COUNTY

ESTABLISHED IN 1720

## BUILDING INSPECTIONS OFFICE

RICHARD GORDON  
CHIEF BUILDING OFFICIAL

WWW.HANOVERCOUNTY.GOV

P.O. BOX 470, HANOVER, VA 23069  
7516 COUNTY COMPLEX ROAD, HANOVER, VA 23069

PHONE: 804-365-6040  
FAX: 804-365-6247

MAY 15, 2020

As a business owner in Hanover County, Virginia, we thank you for your investment! Pursuant to Executive Order 51 and Executive Order 53 and as authorized by guidance documentation provided by the VA ABC Bureau of Law Enforcement on May 13, 2020, please review the guidance document for outdoor seating for restaurants.

In an effort to assist our local businesses and restaurateurs with re-opening during Phase 1, Hanover County has implemented a streamlined process in an attempt to quickly review and expedite authorization if all necessary requirements/conditions are met. Again, we thank you for doing business in Hanover County.

## Process for Approval

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1. Email your request for approval to: [bldginsp@hanovercounty.gov](mailto:bldginsp@hanovercounty.gov). Be sure to include the following:
  - a. Name of Business, Address and GPIN
  - b. Contact name and Phone number
  - c. Square Footage of Existing Facility
  - d. A sketch of the proposed outdoor area (suggest using Google Maps or similar), showing
    - i. Limits of seating area
    - ii. Approximate dimensions
2. The request will be reviewed by Building Inspections, the Fire Marshal and the Planning Department for compliance with applicable regulations.
3. Upon recommendation of approval from all departments, the Building Inspections office will issue an approval letter for outdoor seating area.

## Items to Consider

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### Building Inspections:

- Any tents over 900 sq.ft. will require a separate building permit prior to installation.
- If service will be provided after dark, seating area must maintain at least 1.0 footcandle illumination at all times.

### Planning Department:

- Seating to be located on the sidewalk or in grassy areas is permitted as long as safe ingress and egress around area is maintained at all times.
- If seating is to be located in the parking lot, the seating area may not encumber more than 50% of the parking spaces otherwise required for the business. The Planning Department can assist you in determining the required spaces. Contact Megan Dalzell at [mdalzell@hanovercounty.gov](mailto:mdalzell@hanovercounty.gov) or Mary Pennock at [mbpennock@hanovercounty.gov](mailto:mbpennock@hanovercounty.gov) or call 804-365-6171.

### Fire Marshal:

- Review of sketch showing how the outdoor seating arrangements will impact emergency access.
- Any tents over 900 sq.ft. will require an inspection and operational permit from the Office of the Fire Marshal. The Office of the Fire Marshal can assist you ensuring access and tent permits by contacting Christine Kallio at [cakallio@hanovercounty.gov](mailto:cakallio@hanovercounty.gov) or call 365-4850.