

TOWN OF WYTHEVILLE, VIRGINIA

150 EAST MONROE STREET
WYTHEVILLE, VA 24382
276-223-3333 (main number)
www.wytheville.org



ATTENTION OWNERS of NEW AND RELOCATED BUSINESSES

In order to help the Town keep accurate records for business licensing and emergency services, please remember to do the following:

- 1) Purchase or update your business license (need CO as below first) and water/sewer accounts. You may do this by contacting the Treasurer's Office in person or by telephone at 276-223-3333.
- 2) Contact the Building Inspection Department for the issuance of a new Certificate of Occupancy (CO) at no cost. A new CO is required to check the safety of the building and to provide contact information to Police, Fire, & Rescue. If new work (construction, electrical, plumbing, mechanical, signage) is being done in the building, a building permit may be required as well. The Building Inspection Department may be reached at 276-223-3339 or 276-223-3354.
- 3) If you are changing the appearance of the building exterior and it is in the B-2DT zone, approval from Downtown Wytheville, Inc. may be required. Contact Todd Wolford at 276-223-3343 for additional information.
- 4) Emergency Services is asking all building owners to install a "Knox Box" on the exterior of the building. The box provides a key for emergency services to enter the building in case of burglary, fire, etc. after regular business hours. You may contact the Fire Department at 276-223-3302 for information regarding the purchase of a "Knox Box." or there are forms available in the Building Official's office.
- 5) All building addresses must be posted on the building facing the street on which the building is addressed. The numerals must be at least four (4) inches in height and contrasting in color to the background on which they are placed. Please verify your address with Mr. Brian Freeman at 276-223-3450 even if it is currently posted. The address that is posted may be incorrect.
- 6) Please contact the Municipal Offices with any questions related to this announcement.
- 7) Other business resources are available from the Wytheville-Wythe-Bland Chamber of Commerce. The Chamber may be contacted at 276-223-3365.

**The Town of Wytheville greatly appreciates
your cooperation with this endeavor.**