

JOE Program Success Checklist:

STEPS	Agency	IN PERSON OPTION	ONLINE OPTION	LINKS AND OTHER INFORMATION	✓
Step 1	BDD	Review JOE Program Policy	Review JOE Program Policy	Policy (2.4 JOE Program) .	
Step 2	GTS (Mapping)	Scan Address Validation QR code with phone OR fill out Address Validation form, take photo, and email to pwcmaps@pwcva.gov	Fill out Address Validation and submit to pwcmaps@pwcva.gov	pwcmaps@pwcgov.org	
Step 3	Early Assistance Desk	Obtain Q-Matic ticket from Early Assistance Desk (steps 3 – 5)	N/A		
Step 4	LDD/Zoning	Obtain the Zoning Approval and pay applicable Zoning fees.	Apply online and pay Zoning fees through ePortal. Upload zoning application form & address validation. Parking documentation may be required.	Zoning Approvals may require additional parking review. Please review the parking space density requirements (DCSM Table 6-8). Occupancy New Business	
Step 5	Small Business and/or Permits	JOE Permit Application	email JOE Application to permits bddpermits@pwcgov.org	Address validation from step 3 and the Zoning Approval obtained in step 4 must be submitted with the JOE Permit Application.	
Step 6A	Permits			If the JOE Permit Application is accepted and JOE Safety Inspection is not required , An Administrative Approval Letter will be issued.	
Step 6B	BCE and FMO			If the JOE Permit Application is accepted and JOE Safety Inspection is required , Applicant will be contacted to schedule the inspection. BCE and FMO staff will conduct the inspection. (Please see the list of Commonly Found Safety Violations)	
Step 7	Permits	Certificate of Occupancy (if requested or required)		After approval of required Safety Inspection(s), Permit's staff will issue the Certificate of Occupancy provided no outstanding fees exist.	
Step 8	Business License	Obtain Business License from the Finance Department in the McCoart Building.		Business License application	

Attachments/Hyperlinks:

- [Joint Occupancy Evaluation \(JOE\) Permit Application \(Commercial\)](#)
- [Building Development Fee Schedule](#)
- Address Validation Please email for an application and processing - PWCMAPS@PWCGOV.ORG

Acronyms:

- BCE – Building Code Enforcement
- BDD – Building Development Division
- JOE – Joint Occupancy Evaluation
- FMO - Fire Marshal's Office
- GTS – Geospatial Technology Services
- LDD – Land Development Division