

### APPENDIX G – CLASSIFICATION OF WORK – GENERAL GUIDELINES

The following chart is provided as a reference for Routine Maintenance, Minor Work, and Major Work, as defined in the Cape Charles Zoning Ordinance, Article VIII. This chart does not exempt the homeowner from obtaining the required building permits. It is the homeowner's responsibility to confirm and obtain all necessary Zoning and Building permits.

Please call the Planning & Zoning Department with any questions.

	Type of Work	Routine Maintenance	Minor Work	Major Work	Inspection Required	Code Official Review
1)	Painting or repainting of a <b>non-masonry structure</b> does not require approval.					
2)	<b>Accessory Structures* or Buildings</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance.	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Additions or Alterations to existing, or New Construction that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) Additions or Alterations to existing, or New Construction that <u>can be seen</u> from the public right-of-way			✓	✓	✓
3)	<b>Architectural Style</b> is a set of characteristics and features that make a building or other structure notable or historically identifiable.					
	a) Repair when there is no change in design, dimension, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New			✓	✓	✓
4)	<b>Awnings and Canopies</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Removal of existing or Installation of New			✓	✓	✓
5)	<b>Buildings, Relocation</b>			✓	✓	✓
6)	<b>Carpports</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Alteration / Removal / Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓

	c) New Construction that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) New Construction that <u>can be seen</u> from the public right-of-way			✓	✓	✓
7)	<b>Certificate of Appropriateness (CoA)</b>					
	a) Modification to previously approved CoA (could require HDRB approval)		✓		Case-by-Case basis	
	b) Renewal of Expiring		✓			
8)	<b>Chimneys</b>					
	a) Reflash or Repair to the cap, caulk, or stucco when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement of the cap, caulk, flashing, or stucco where there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alteration / New Construction / Removal			✓	✓	✓
9)	<b>Decks</b>					
	a) Repair when there is no change in dimensions, design, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / New Construction / Removal			✓	✓	✓
10)	<b>Doors (Exterior)</b>					
	a) Replacement when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓			✓
	c) Addition/Alterations/Removal when there is a change in style or opening size			✓	✓	✓
	d) New Installation or New opening (example: changing a window to a door)			✓	✓	✓
11)	<b>Doors (Storm), Installation (Front of House only)</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) New Installation		✓		✓	
12)	<b>Driveways</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Addition / Alteration / Removal of existing or New Construction			✓	✓	
13)	<b>Features not specifically listed – some examples are arches, corbels, historic signage, vestibules, etc.</b>					

	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓			✓	✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New Construction				✓	✓
14)	<b>Fences</b>					
	a) Repair with approved materials from guidelines and Zoning Approval in compliance with the Town Code	✓				
	b) Alteration of Placement / Replacement / New Construction		✓		✓	
15)	<b>Foundations</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Addition / Alteration of existing			✓	✓	✓
16)	<b>Foundation Vents and Ventilators</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Alteration / Installation / Removal		✓		✓	
17)	<b>Fuel Tanks Addition / Removal – Screening is required to limit visibility if placed in view of the public right-of-way</b>	Not historic, but requires zoning administrator building code approval				
18)	<b>Gutters and Downspouts</b>					
	a) Repair when there is no change in design, materials, or general appearance	✓				
	b) Addition / Change in Material / Installation / Removal		✓			
19)	<b>Handrails/Porch Rails/Stair Rails</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alteration / Removal of existing or New Construction			✓	✓	✓
20)	<b>Lighting Fixtures (Exterior)</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Alteration / Installation / Removal		✓			
21)	<b>Main Building</b>					
	a) Additions of Commercial or Residential that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓

	b) Additions of Commercial or Residential that <u>can be seen</u> from the public right-of-way			✓	✓	✓
	c) New Construction of Commercial or Residential			✓	✓	✓
22)	<b>Masonry</b>					
	a) Repainting only when there is no change to the existing color or composition. <b>Painting of unpainted masonry is not allowed.</b>	✓				
	b) Repair when the color and composition of the mortar match the original, and the new brick or stone matches the original	✓				✓
	c) Repointing	✓				✓
	d) Installation of utility penetrations, hose bibs, or vents	✓				
	e) Alteration / Removal of existing or New Construction			✓	✓	✓
23)	<b>Outdoor Features like kitchens, firepits, built-in BBQs – Screening is required to limit visibility if placed in view of the public right-of-way</b> *saunas, hot tubs, plunge or spa pools will be treated as swimming pools		✓			✓
24)	<b>Painting or repainting of a <u>non-masonry structure</u> does not require approval.</b>	✓				
25)	<b>Patios – under 16” above grade</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Addition / Alteration / Removal of existing		✓		✓	
	d) New Construction		✓		✓	
26)	<b>Porches</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	✓
27)	<b>Roof Forms &amp; Covering</b>					
	a) Alteration / Replacement when there is a change in design, dimensions, materials, or general appearance. A building permit is required if altering or replacing more than 100 sq. ft. of the roof.		✓		✓	✓
	b) Repair when there is no change in design, dimensions, materials, or general appearance (excluding color). A building permit is required if repairing more than 100 sq. ft. of the roof.	✓				✓

	c) Replacement when there is no change in design, dimensions, materials, or general appearance (excluding color)		✓		✓	✓
	d) Replacement when there is no change in design, dimensions, or general appearance (excluding color), but a change in materials, using in-kind			✓	✓	✓
28)	<b>Satellite Dishes and/or Television Antennas</b>					
	a) Removal when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design or materials, but a change in general appearance		✓		✓	
	c) New Installation		✓		✓	
29)	<b>Showers (Outdoor)</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind		✓		✓	
	c) Alterations / Removal / New Construction		✓		✓	✓
30)	<b>Shutters</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind, and conform to the Guidelines Section 5.5.1 Windows – Shutters		✓		✓	
	c) Alterations / Removal / New Construction			✓	✓	
31)	<b>Siding</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance. A building permit is required if altering or replacing more than 100 sq. ft. of the roof.	✓				✓
	b) Replacement when there is no change in design, dimensions, or general appearance, but a change in materials, using in-kind. A building permit is required if altering or replacing more than 100 sq. ft. of the roof.		✓			✓
	c) Removal			✓	✓	✓
32)	<b>Signs</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Alteration / Installation / Removal (must comply with Town Code Chapter 32 (Zoning), Article V (Signs) (Excludes historic markers and signs excluded by the Town Code)		✓		✓	

33)	<b>Solar Panels</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				✓
	b) Replacement when there is a change in design, dimensions, materials, general appearance, or placement on the lot or structure		✓		✓	✓
	c) Installation of new that <u>cannot be seen</u> from the public right-of-way		✓		✓	✓
	d) Installation of new that <u>can be seen</u> from the public right-of-way			✓	✓	✓
34)	<b>Stairs and Steps (Exterior – Street View)</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓			✓	✓
	b) Replacement when there is a change in design, dimensions, materials, or general appearance		✓		✓	✓
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	✓
35)	<b>Stairs and Steps (Exterior – Non-Street View)</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is a change in design, dimensions, materials, or general appearance		✓		✓	
	c) Addition / Alteration / Removal of existing or New Construction			✓	✓	
36)	<b>Structure, Demolition of Contributing in whole or part</b>			✓	✓	✓
37)	<b>Structure, Demolition of Non-Contributing in whole or part</b>		✓		✓	✓
38)	<b>Structure, Emergency Stabilization</b> , to protect a historic property that does not alter the resource.	Exempted from Historic Review, but requires zoning administrator building code approval				
39)	<b>Swimming Pools, Spa Pools, Saunas, Plunge Pools, Hot Tubs, etc.</b> per Town Code Chapter 32, Article IV, Sec. 32-97	Not historic, but requires zoning administrator building code approval				
	a) Repairs to existing					
	b) Addition / Alteration / New Construction. A fence is required to be placed around the perimeter of the pool in compliance with the Virginia Building Code and per Town Code Chapter 32, Article IV, Sec. 32-97 (e).					
	c) Removal					
40)	<b>Temporary Family Health Care Structures</b> for use by caregivers assisting mentally or physically impaired residents per VA Code Sec. 15.2-2292.1 and Town Code Chapter 32, Sec. 32-91 (e) (11).	Exempted from Historic Review, but requires zoning administrator building code approval				
41)	<b>Temporary Features, Accommodations</b> relative to the Americans with Disabilities Act (ADA) and the Fair Housing Act per Town Code Chapter 32, Sec. 32-91 (i).	Exempted from Historic Review, but requires zoning administrator building code approval				
42)	<b>Walkways</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				

	b) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	c) Addition / Alteration / Removal of existing or New Construction		✓		✓	
44)	<b>Walls (for example: garden or retaining walls)</b>					
	a) Repair when there is no change in design, dimensions, or general appearance with approved materials from guidelines.	✓				
	b) Alteration of Placement / Replacement / New Construction		✓		✓	
45)	<b>Windows (includes casings and sills)</b>					
	a) Caulking and weatherstripping when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	c) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	d) Alteration of Style or Opening Size / Removal of Existing / Installation of New			✓	✓	✓
46)	<b>Windows (Storm)</b>					
	a) Repair when there is no change in design, dimensions, materials, or general appearance	✓				
	b) Replacement when there is no change in design, but a change in materials or general appearance		✓		✓	
	c) Alteration or Removal of existing / New Installation		✓		✓	