

# HOW TO APPLY

## APPLY FOR A BUILDING PERMIT

You must have a building permit to apply for the residential rehabilitation tax abatement program.

## COMPLETE AN APPLICATION

A copy of the application can be downloaded online or picked up at the City Assessor office. Provide the City Assessor with two completed copies of the application.

## PAY THE FEE

The fee is \$125. Make the check payable to the "City of Colonial Heights", and turn it in with the application. ***This application fee is non-refundable.***

## SCHEDULE AN APPOINTMENT

Schedule an appointment with the City Assessor to inspect the property's interior and exterior. The base value must be determined by the City Assessor before renovations begin.

## BEGIN WORK

Work may begin after the City Assessor approves the application and the appropriate building permits are obtained.

## FINISH WORK

The project must be completed within 2 years of the approval date. Upon completion of the project, the City Assessor will inspect the improvements to establish the assessed value eligible for a partial tax exemption.

**\*FAILURE TO PAY EACH REAL ESTATE TAX INSTALLMENT OF NON-EXEMPT AMOUNT BY THE DESIGNATED DUE DATE WILL RESULT IN CANCELLATION OF PREVIOUSLY APPROVED PARTIAL TAX EXEMPTION.**



## FOR MORE INFORMATION:

Office of the City Assessor  
201 James Ave

Colonial Heights, Va 23834

(804) 520-9272

Fax: (804) 520-9218

<http://www.colonialheightsva.gov/962/>  
Residential-Rehabilitation-Program

# RENOVATING YOUR HOME?

## YOU CAN SAVE ON FUTURE REAL ESTATE TAX

RESIDENTIAL REHABILITATION TAX ABATEMENT PROGRAM



The City of Colonial Heights offers partial exemption on real estate tax for qualified renovations on your home. Approved properties will pay reduced real estate tax for 10 years after renovations are complete.

## WHO IS ELIGIBLE?

Homeowners, landlords, and investors who are current on real estate taxes.

## WHAT IS A QUALIFIED STRUCTURE?

- Residential properties containing one to four dwelling units.
- 25 or more years of age and 80% of linear feet of exterior walls are at least 25 years of age.
- Prior improvements are at least 25 years of age.
- Vacant land is NOT eligible.

## WHAT DOES A "PARTIAL EXEMPTION" MEAN?

The City Assessor will first assess your home for a base value. This base value must increase by at least 10% through your renovations/additions. Once the amount to be exempt from real estate taxes is established—and after the final inspection has been completed—this exempt amount is effective for 10 years.



## WHAT COUNTS AS "RESIDENTIAL REHABILITATION"?

- Renovations must increase the assessment of the structure by at least 10%.
- Square footage cannot be more than double the size of your current property.
- Renovations must meet zoning requirements.



## WHAT DO THESE TERMS MEAN?

- A **base value** is the assessed value of real estate for which an application has been filed in accordance with the City Code, as set forth in the land book on January 1 of the tax year in which the application is filed.
- An **addition** is an increase in the square footage of a qualified structure that expands the structure's utility.
- **Rehabilitation** is the process of restoring a qualified structure through renovation; replacement; or renovation and the construction of an addition.
- **Renovation** is the process of updating the utility of a qualified structure, in whole or in part, including, but not limited to, the structure's partial destruction and rebuilding.
- **Residential Real Estate** is land containing a structure or other improvement of four or fewer units constructed or used for residential purposes in accordance with the City Code.