



CERTIFICATE OF OCCUPANCY REQUEST (NEW CONSTRUCTION)

Community Development and Code Compliance

6602 Courts Drive, PO Box 68
Prince George, VA 23875

Phone: (804) 722-8659 Fax: (804) 722-0702

INSPECTIONS@PRINCEGEORGECOUNTYVA.GOV

OFFICE USE ONLY

BUILDING PERMIT#

PROJECT NAME:

THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION FOR USE OR OCCUPANCY OF THE STRUCTURE. NO USE OR OCCUPANCY SHALL START UNTIL A CERTIFICATE IS ISSUED. OCCUPANCY PRIOR TO APPROVAL WILL RESULT IN PENALTIES.

SEPARATE APPLICATIONS ARE REQUIRED FOR EACH BUILDING PERMIT (EACH UNIT OF A TWO FAMILY DWELLING, EACH TENANT SPACE IN A COMMERCIAL BUILDING, EACH BUILDING IN AN APARTMENT COMPLEX, ETC.)

THIS APPLICATION MUST BE SUBMITTED AT LEAST **5 DAYS PRIOR TO SCHEDULING A FINAL BUILDING INSPECTION FOR RESIDENTIAL PERMITS** AND AT **LEAST 15 DAYS PRIOR TO SCHEDULING A FINAL BUILDING INSPECTION FOR ALL OTHER PERMITS**

PERMIT	RESIDENTIAL (SINGLE FAMILY OR FAMILY DWELLING)	ANTICIPATED FINAL INSPECTION DATE			
(SELECT ONE)	ALL OTHER TYPES (COMMERCIAL, MULTI-FAMILY, ETC.)	(SEE ABOVE FOR DETAILS)	MONTH	DAY	YEAR
PROJECT ADDRESS:	BUILDING PERMIT #:				
APPLICANT NAME:	APPLICANT EMAIL:				
REPRESENTING (NAME OF COMPANY):	APPLICANT PHONE #:				
APPLICANT SIGNATURE:	DATE:				

THIS FORM DOES NOT SCHEDULE YOUR FINAL INSPECTION(S). ONCE ALL WORK IS COMPLETED, CALL OUR OFFICE AT 804-722-8659 TO SCHEDULE YOUR FINAL INSPECTION(S). AS YOU PREPARE YOUR FINAL BUILDING INSPECTION, PLEASE BE AWARE OF THE FOLLOWING ITEMS:

- ALL OTHER REQUIRED BUILDING PERMIT INSPECTIONS AND SPECIAL INSPECTIONS MUST BE COMPLETED AND APPROVED PRIOR TO REQUESTING THE FINAL BUILDING INSPECTION
- ALL TRADE PERMITS NEED TO BE COMPLETED PRIOR TO REQUESTING THE FINAL BUILDING INSPECTION. THESE CAN INCLUDE, BUT ARE NOT LIMITED TO: ELECTRICAL, MECHANICAL (HVAC), PLUMBING, GAS, ALARM AND FIRE. ALL UTILITIES MUST BE CONNECTED AND TURNED ON IN ORDER TO COMPLETE FINAL INSPECTIONS
- **NOTE: ALL FINALS (BLDG, PLUB, HVAC & ELEC) ARE DONE AT THE SAME TIME FOR RESIDENTIAL PROJECTS.**
- ANY REQUIRED **SPECIAL INSPECTION REPORTS** AND FINAL STATEMENTS MUST ALSO BE SUBMITTED TO THIS OFFICE. THESE MUST BE SIGNED/SEALED BY THE RESPONSIBLE ENGINEER OR ARCHITECT FOR THE PROJECT
- ANY **OUTSTANDING FEES** OR TAXES OWED TO THE COUNTY MUST BE PAID
- ANY **ZONING REQUIREMENTS**/INSPECTIONS, INCLUDING PARKING, SIGNS, LANDSCAPING, ETC., NEED TO BE COMPLETED. THE ZONING DIVISION CAN BE REACHED AT 804-722-8678
- ANY **ENVIRONMENTAL REQUIREMENTS**/INSPECTIONS INCLUDING SITE WORK, GRADING & SEEDING, ETC., NEED TO BE COMPLETED. THE ENVIRONMENTAL DIVISION CAN BE REACHED AT 804-722-8673
- ANY PUBLIC **UTILITIES REQUIREMENTS**/INSPECTIONS NEED TO BE COMPLETED. THE DEPARTMENT OF ENGINEERING AND UTILITIES CAN BE REACHED AT 804-722-8706
- ANY **HEALTH DEPARTMENT REQUIREMENTS**/INSPECTIONS NEED TO BE COMPLETED. THE HEALTH DEPARTMENT CAN BE REACHED AT 804-733-2630
- ANY **VDOT REQUIREMENTS**/INSPECTIONS NEED TO BE COMPLETED. VDOT CAN BE REACHED AT 804-863-4009

TEMPORARY CERTIFICATE OF OCCUPANCY NOTE: IF A CERTIFICATE OF OCCUPANCY IS NOT ABLE TO BE ISSUED (BECAUSE DEFICIENCIES ARE FOUND DURING THE FINAL INSPECTION OR OTHER REQUIREMENTS HAVE NOT BEEN MET) AND TEMPORARY OR CONDITIONAL OCCUPANCY IS DESIRED, AN "APPLICATION FOR ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY" (SEE TEMPORARY CO FORM) MUST BE SUBMITTED TO OUR OFFICE FOR REVIEW. A TEMPORARY CO APPLICATION WILL NOT BE ACCEPTED UNTIL THIS FORM HAS BEEN SUBMITTED AND A FINAL BUILDING INSPECTION HAS BEEN COMPLETED.

A FEE (RESIDENTIAL = \$50.00; COMMERCIAL = \$125.00) IS REQUIRED TO BE SUBMITTED WITH THE TEMPORARY CO APPLICATION.