



TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST

Department of Community Development and Code Compliance
6602 Courts Drive, PO Box 68 Prince George, VA 23875
Phone: (804) 722-8659 Fax: (804) 722-0702

www.princegeorgeva.org

OFFICE USE ONLY:	PROJECT NAME:	DATE RCVD:
	<input type="checkbox"/> FIRST TEMPORARY CO <input type="checkbox"/> TEMPORARY CO RENEWAL (ATTACH COPY OF CURRENT TCO)	

PRIOR TO APPLYING FOR A TEMPORARY CERTIFICATE OF OCCUPANCY:

A "CERTIFICATE OF OCCUPANCY REQUEST" FORM MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO SCHEDULING THE FINAL BUILDING INSPECTION.

ALL FINAL INSPECTIONS MUST BE COMPLETED (IF ANY FINAL INSPECTIONS FAIL, LIST DEFICIENT ITEMS BELOW)

IF A CERTIFICATE OF OCCUPANCY IS NOT APPROVED, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE REQUESTED

APPLICANT MUST FILL OUT THIS SECTION

PROJECT INFO	TYPE OF PROJECT: <input type="checkbox"/> SINGLE FAMILY RESIDENTIAL <input type="checkbox"/> MULTI-FAMILY RESIDENTIAL <input type="checkbox"/> COMMERCIAL	
	PROJECT ADDRESS:	BUILDING PERMIT #:
	ITEMS NOT COMPLETED:	
	DATE ABOVE ITEMS WILL BE COMPLETED:	

PLEASE NOTE THAT FILING THIS APPLICATION DOES NOT GUARANTEE ISSUANCE (OR RENEWAL) OF A TEMPORARY CERTIFICATE OF OCCUPANCY. APPROVAL WILL BE BASED ON THE CIRCUMSTANCES INVOLVED AND WILL NOT BE GRANTED SHOULD THERE BE LIFE SAFETY ISSUES INVOLVED. THE \$40.00 RESIDENTIAL/\$100 COMMERCIAL APPLICATION FEE IS CHARGED TO OFFSET THE COSTS OF INVESTIGATING THE REQUEST AND WILL NOT BE REFUNDED SHOULD THE REQUEST BE DENIED.

FAILURE TO OBTAIN COUNTY APPROVAL FOR THE COMPLETED WORK BY THE EXPIRATION DATE OF THE TEMPORARY CERTIFICATE OF OCCUPANCY, OR RENEWAL OF THE TEMPORARY CERTIFICATE OF OCCUPANCY, WILL RESULT IN THE ISSUANCE OF A NOTICE OF VIOLATION FOR EACH ITEM THAT REMAINS TO BE CORRECTED. EACH VIOLATION MAY BE PUNISHABLE, UPON CONVICTION, BY A FINE OF UP TO \$2500.00.

ONCE ALL WORK IS COMPLETED, CALL OUR AUTOMATED SCHEDULING SYSTEM (VIP LINE) AT 804.722.8787 OR THIS OFFICE AT 804.722.8659 TO SCHEDULE YOUR FINAL INSPECTION(S).

APPLICANT SIGNATURE:	DATE:	PHONE #:
APPLICANT'S NAME (PRINT):	EMAIL:	

PERMIT CLOSE OUT FORM

COUNTY OF PRINCE GEORGE
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE



PROJECT NAME:

PERMIT NO:

DATE		TYPE		
		FULL CO (ATTACH CO APP)		
		TEMP CO (ATTACH TCO APP)		
		CERTIFICATE OF COMPLETION		
		FINAL INSPECTION		
1ST	2ND	3RD	4TH	5TH

REQUIREMENTS			
ALL OUTSTANDING FEES AND TAXES ARE PAID	N	Y	
ALL INSPECTIONS COMPLETED (ATTACH REPORT)	N	Y	
PERMIT PAPERWORK ATTACHED (PARCEL FILE)	N	Y	
CERTIFICATE OF ZONING COMPLIANCE ATTACHED	N	Y	NA
CO FEES DUE: \$		CO FEES PAID	Y NA

NOTIFIED (EMAIL)	AGENCY/DEPT	NR	DATE	TECH	NOTES
	UTILITIES				
	HEALTH DEPT				
	FIRE & EMS				
	VDOT				
	ENVIRONMENTAL				
	PLANNING/ZONING				
	BUILDING OFFICIAL				
	OTHER:				

APPROVED BY	AGENCY/DEPT	NR	DATE	NOTES (ATTACH DOCUMENTS AS NECESSARY)
	UTILITIES			
	HEALTH DEPT			
	FIRE & EMS			
	VDOT			
	ENVIRONMENTAL			
	OTHER:			

ZONING ADMINISTRATOR USE ONLY				BUILDING OFFICIAL USE ONLY			
ZONING CASE CONDITIONS SATISFIED	Y	N	NA	FINAL SOSI SUBMITTED/APPROVED	Y	N	NA
PROFFERS SATISFIED	Y	N	NA	FINAL BUILDING INSPECTION APPROVED	Y	N	NA
COMMENTS:				COMMENTS:			
APPROVED	Y	N	NA	APPROVED	Y	N	NA
SIGNATURE	DATE			SIGNATURE	DATE		

CERTIFICATE PRINTING/DELIVERY				TECH	DATE
ALL REQUIREMENTS SATISFIED	Y	N	NA		
CERTIFICATE PRINTED FOR SIGNATURE	Y	N	NA		
CO SIGNED BY BUILDING OFFICIAL	Y	N	NA		
ALL DOCUMENTS SCANNED INTO INKFORCE	Y	N	NA		
ALL SUB PERMITS CLOSED OUT	Y	N	NA		
CO DELIVERED TO APPLICANT	<input type="checkbox"/> MAIL	<input type="checkbox"/> EMAIL	<input type="checkbox"/> PICKED UP BY:		