



COUNTY OF HENRICO, VIRGINIA
 OFFICE OF
 BUILDING CONSTRUCTION AND INSPECTIONS
 4301 E. PARHAM ROAD • RICHMOND, VA 23228
 P.O. BOX 27032 • RICHMOND, VA 23273-7032
 PHONE (804) 501-4360 • FAX (804) 501-4984

CHANGE OF USE APPLICATION

APPLICATION DATE

STREET LOCATION			
LOT	BLOCK	SECTION	SUBDIVISION
OWNER		ST. ADDRESS	
PHONE		CITY, STATE, ZIP	

PROPOSED NEW OCCUPANT	PROPOSED NEW USE
PRESENT/LAST OCCUPANT	PRESENT/LAST USE

WILL ANY FIRE PROTECTION, PLUMBING, MECHANICAL, OR ELECTRICAL WORK BE DONE? NO YES IF YES, SPECIFY BELOW

WILL ANY ALTERATIONS BE MADE TO THE BUILDING? NO YES IF YES, SPECIFY BELOW

DESCRIPTION OF WORK TO BE DONE:

A PERMIT IS REQUIRED FOR ANY ALTERATIONS TO THE BUILDING OR ITS FIRE PROTECTION, PLUMBING, MECHANICAL, OR ELECTRICAL SYSTEMS. NONE OF THIS WORK IS TO BE STARTED WITHOUT FIRST OBTAINING A PERMIT FOR THIS WORK.
 IT IS UNLAWFUL TO CHANGE THE OCCUPANCY OF ANY BUILDING OR STRUCTURE PRIOR TO OBTAINING THE REQUIRED CERTIFICATE OF OCCUPANCY.

I HEREBY CERTIFY THAT I AM THE OWNER OF THIS PROPERTY OR THAT I HAVE THE AUTHORITY OF THE OWNER TO MAKE APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT AND THAT THE USE SHALL CONFORM TO THE COUNTY HEALTH, BUILDING, AND ZONING ORDINANCES WHICH ARE IMPOSED ON THE PROPERTY.

APPLICANT NAME		TITLE	
PHONE	FAX	E MAIL	
STREET ADDRESS			
CITY, STATE, ZIP			
SIGNATURE:			

FOR OFFICE USE ONLY

DEPARTMENT	SEQUENCE	DATE REC'D	DATE APPROVED	DATE REJECTED	BY
PLANNING					
BUILDING					
HEALTH					