



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
 INSPECTION REQUEST: (804) 501-5490

Application for Issuance or
 Renewal of Temporary
 Certificate of Occupancy

Building Permit # _____

Date of Application: _____

JOB LOCATION	STREET			
	LOT	BLOCK	SECTION	
	SUBDIVISION		PARCEL NO.	
OWNER OF RECORD	NAME			NAME
	ADDRESS			ADDRESS
	CITY	ST	ZIP	
	PHONE () ()	FAX () ()		
	FAX () ()	STATE REGISTRATION NUMBER		
CONTRACTOR	NAME			NAME
	ADDRESS			ADDRESS
	CITY	ST	ZIP	
	PHONE () ()	FAX () ()		
	FAX () ()	STATE REGISTRATION NUMBER		

Items not completed:

Reason for work not being completed:

Intended course of action to complete work:

Date that work will be complete:

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 \$ 25.00 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.

_____ Print Applicants Name

_____ Signature

FOR OFFICE USE ONLY

FEE	\$25.00	Voucher #	_____
Approved	_____	Denied:	_____
Authorized Signature	_____ Date		