



Application for Certificate of Occupancy

Permit # Date

The current code in effect is the **2012 Virginia Uniform Statewide Building Code**

It is unlawful to use or occupy any structure or land, individually or in combination, in whole or in part, in which or on which a new use is created or an existing use is changed, converted, enlarged or moved until a Certificate of Occupancy is issued per Section 36.2-523, of the City Code which pertains to Zoning Regulations. It is unlawful to use or occupy any building or structure until a Certificate of Occupancy has been issued per Section 116 of the 2012 Edition of the Virginia Uniformed Statewide Building Code.

Name on Certificate of Occupancy Property Address Tax Map # Applicant Name Relationship to Property Owner Owner Lessee Agent Design ProfessionalApplicant Address City State Zip Code Phone # Cell # Email Address Primary Contact for Permit Type of Contact Office Field Phone #

Description of Business

Building and Zoning Code Data	Number of Stories <input type="text"/>	Type of Construction <input type="text"/>	Building Square Feet <input type="text"/>
Existing use <input type="text"/>	Proposed Use <input type="text"/>	Use of Property <input type="text"/>	
Number of Exits <input type="text"/>	Number of Elevators <input type="text"/>	Number of Escalators <input type="text"/>	Sprinklered <input type="radio"/> Yes <input type="radio"/> No
Existing Number Off-street Parking Spaces <input type="text"/>	Additional Parking Spaces Provided <input type="text"/>		Fire Alarm <input type="radio"/> Yes <input type="radio"/> No

I understand that all applications for construction permits, along with all additional required information, must be provided to the Permit Center prior to processing of this application. All information submitted will be reviewed prior to the issuance of a permit. Should a technical plan review be required, the City of Roanoke strives to complete these reviews in ten (10) working days. Should information be missing or additional information be required, the review process may be delayed.

I also understand that all contractors and subcontractors are required to have the proper trade certifications when required, a current business license for the City of Roanoke and current state licensing when required by the Virginia Department of Professional and Occupational Regulations (DPOR).

I also understand that I am required to conform to all applicable requirements of the Virginia Uniform Statewide Building Code, the Zoning Ordinance for the City of Roanoke and all other applicable laws and ordinances.

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