



Application for Certificate of Occupancy

Permit #

Date

The current code in effect is the

2018 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 2018 Edition of the Virginia Uniformed Statewide Building Code.

Property Address

Tax Map #

Business Name

Suite #

Applicant Name

Relationship to Property Owner

Owner

Lessee

Agent

Design Professional

Applicant Address

City

State

Zip Code

Phone #

Cell #

Email Address

New Certificate of Occupancy to be Issued to

Description of
Business

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.

I also understand that should work that requires a permit be required that a separate permit will need to be obtained.

Initial Here

Planning Building & Development 215 Church Ave., SW, Room 170 Roanoke, VA 24011

Phone: (540) 853-1090 www.roanokeva.gov permitcenter@roanokeva.gov