



| Certificate of Occupancy Application | | | |
|---|---|---|---|
| Business Name | | Business address: | |
| Purpose of Business: | | | |
| Business owner name: | | | |
| Business owner email: | | Business owner phone: | |
| Property Owner name: | | Property owner phone: | |
| Current Use of Structure: | | Proposed Use: | |
| Do you propose making changes to the interior of the building? <input type="checkbox"/> yes <input type="checkbox"/> no | | To the exterior of the building? <input type="checkbox"/> yes <input type="checkbox"/> no | |
| <i>A building permit is required prior to any structural changes to the space or building and trade permits are required to change or install electrical, plumbing, or mechanical system.</i> | | | |
| Area Zoning | Number of employees | Required parking spaces | Hours of operation |
| Do you propose installing an exterior sign? <input type="checkbox"/> yes <input type="checkbox"/> no | | | |
| <i>Applicants must apply for a sign permit with Zoning. A separate building and electrical permit may be required.</i> | | | |
| Please attach a floor plan to application | | | |
| <i>All applicants must submit a floor plan of the area/building to be occupied to determine the occupancy load. Parking and dumpster locations shall be included when applicable. Applications will not be accepted without a floor plan.</i> | | | |
| <ul style="list-style-type: none"> - An inspection is required for all commercial CO applications from the Zoning and Building Inspection departments. - Inspection will include fire extinguishers, exit signs, ACA compliance, seating, parking, dumpsters, kitchen equip. - Occupancy Load sign must be displayed prior to CO approval. | | | |
| Applicant must calculate fees (choose fee + 2% levy = total) | | | |
| Certificate of Occupancy – Change of Use or Ownership (no building permit) | | \$155.00 | |
| | | Temporary CO | |
| R3 Condos and Multi-family per unit | | \$94.00 | |
| R1, R2, Multi-story and Use Groups per building | | \$155.00 | |
| Renewal of expired Temp CO | | \$208.00 | |
| New occupancy sign | | \$104.00 | |
| | | 2% levy | |
| | | Total | |
| <i>I hereby certify that I have the authority to make the foregoing application on behalf of the named business or organization, that the information given is correct, that I have read and I understand the applicable zoning ordinances for the zoning district, and that this project will comply with all applicable Codes and Ordinances of the Town of Dumfries and the State of Virginia.</i> | | | |
| Applicant Signature: | | Date | |
| OFFICE USE ONLY | | | |
| Historical District <input type="checkbox"/> | Code Violations <input type="checkbox"/> | Delinquent Taxes Due <input type="checkbox"/> | Special Flood Hazard Area <input type="checkbox"/> |
| | | Chesapeake Bay Area <input type="checkbox"/> RMA <input type="checkbox"/> RPA <input type="checkbox"/> | |