



CITY OF BUENA VISTA
 Department of Planning & Community Development
 2039 Sycamore Avenue
 Buena Vista VA 24416

Alan McMahan, CBO, MPA
 Building Official
 (540) 261-8635
 inspector@bvcity.org

Certificate of Occupancy / Certificate of Completion Request

Form must be emailed, faxed, mailed,
 or delivered to the Building Department

REQUEST DATE: _____		C.O. Re-Issuance? <input type="checkbox"/>	
This is an application only. It is not authorization for use of premise. No use shall start until the Certificate of Occupancy is issued, in accordance with Section 116 of the Virginia Uniform Statewide Building Code.			
CATEGORY		Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>
Type of Certificate Requested	<input type="checkbox"/> New Construction (Final) <input type="checkbox"/> New Construction (Temp./Partial) <input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Change of Occupancy** <input type="checkbox"/> Existing CO** <input type="checkbox"/> Temporary Structure (<180 days)	
PROJECT INFORMATION			
Project Name: _____		Tax Map # _____	
Project Address: _____		Permit #: _____	
APPLICANT INFORMATION			
Owner <input type="checkbox"/>	Lessee <input type="checkbox"/>	Agent (permit holder, design professional) <input type="checkbox"/>	
Applicant: _____			
Applicant Address: _____			
Phone: _____	Fax: _____	Email: _____	
CERTIFICATION			
I hereby certify that I am the owner of record of the herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I understand that all applications for Certificate of Occupancy, along with all additional information required, must be provided to the Building Department prior to processing the application/request. All information submitted will be reviewed prior to the issuance of a Certificate of Occupancy and an inspection of this property may be required. I also understand that I am required to conform to all applicable requirements of the Virginia Uniform Statewide Building Code, City of Buena Vista Zoning Ordinance and all other applicable laws and ordinances. This Certificate of Occupancy authorizes only the use, arrangement and location as stated on the application and current or previously submitted/approved construction documents and no other.			
_____ Owner's Signature		_____ Applicant's Signature	
_____ Date		_____ Date	
CHANGE OF OCCUPANCY/EXISTING CERTIFICATE OF OCCUPANCY INFORMATION			
Existing Condition		Proposed Conditions	
Current Use of Building (if vacant, use last use: _____)		Proposed Use of Building: _____	
Existing Square Footage: _____		Are there Alterations, if so specify? _____	
		Have inspections been completed? _____	
		Remaining Square Footage: _____	

Owner's Affidavit

(Complete if application is for Existing Certificate of Occupancy)

I affirm that I am the owner of the property described in this application and that I confirm to that best of my knowledge, and as ascribed by previous business records, the use currently described in this application has not changed from original approval of prior building which has been occupied for this use since _____, and that I affirm that I will continue to use the building/structure in question in a consistent manner as described in this application. If I as the owner change the current approved use, I agree to contact this office to determine any needed changes to the building/structure in accordance with the Virginia Uniform Statewide Building Code. I also understand that I am required to conform to all applicable requirements of the Virginia Uniform Statewide Building Code, the City of Buena Vista Zoning Ordinance, Virginia Statewide Fire Prevention Code, Virginia Maintenance Code and all other applicable laws and ordinances that apply to the use described.

Signed: (Must be notarized if owner does not present in person) _____

Subscribed and sworn before me in the _____ of _____, this _____ days of _____ 20____

Notary Public _____ My Commission expires: _____

SUBMITTAL INSTRUCTION AND FEES

- All building, electrical, mechanical and plumbing inspections on permits must be approved before submitting this document.
- Document may be faxed, emailed or delivered to the Building Department (see top of this document).
- The Building Department will issue the Certificate of Occupancy or Certificate of Compliance within five working days after the day of submittal of this requires, if the building complies.
- Approvals will be based on research and possible other inspections by the State Fire Marshal's Office, Department of Community & Economic Development
- It is unlawful to change the occupancy of any building or structure prior to obtaining the required Certificate of Occupancy.

OFFICE USE ONLY

Construction Type: _____ Use Group: _____ Occupancy Load: _____

Sprinkler System: _____