



Roanoke County
Office of Building Safety
5204 Bernard Dr.
Roanoke, VA 24018
(540) 772-2065 * Fax (540) 772-2108
permit@roanokecountyva.gov

Office Use Only

Received _____	
E-mail's Sent _____	
Due Date _____	

Zoning _____	
WVVA _____	
Engineering _____	
Building _____	
Flood _____	
Fire _____	

Certificate of Occupancy /Certificate of Completion Application

Form must be faxed, mailed or delivered to the Building Safety Dept.

Request Date:

This is an application only. It is not authorization for use of premise. It is unlawful to use or occupy any structure or land in or on which a new use is created or an existing use is changed, converted, enlarged or moved until a Certificate of Zoning Compliance is issued, per Section 30-10 of the County Code for Zoning Regulations. No use shall start until Certificate of Occupancy is issued, per Section 116 of the Virginia Uniform Statewide Building Code.

Category:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
Type of Certificate	<input type="checkbox"/> New Construction (Final)	<input type="checkbox"/> Change of Occupancy **
Requesting:	<input type="checkbox"/> New Construction (Temp. /Partial)*	<input type="checkbox"/> Existing CO**
	<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Temp. Structure (<180 days)

PROJECT INFORMATION

Project Name:	Tax Map #:
Project Address:	Permit Number:

APPLICANT INFORMATION

<input type="checkbox"/> Owner	<input type="checkbox"/> Lessee	<input type="checkbox"/> Agent (permit holder, design prof.)
Applicant:		
Applicant Address:		
Phone:	Fax:	E-Mail:

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 Office of Permits and Inspections prior to processing this 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, Roanoke County or Town of Vinton 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

DATE

APPLICANT'S SIGNATURE

DATE

** CHANGE OF OCCUPANCY/EXISTING CERTIFICATE OF OCCUPANCY INFORMATION

Existing Condition

Current Use of Building (if vacant use indicate last use) _____

Existing Square Footage: _____

Proposed Conditions

Proposed Use of Building: _____

Are there Alterations? _____

Have inspections been completed? _____

Remaining Square Footage: _____

Office Use Only:

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

OWNERS 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 the 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 Roanoke County 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 _____
day of _____ 20 _____. _____

Notary Public _____ My Commission Expires _____

SUBMITTAL INSTRUCTIONS AND FEES

- All Building, Electrical, Plumbing, Mechanical and Fire inspections on permits must be **approved** before submitting this document.
- Document may be faxed, emailed or delivered to the Office of Building Safety. (See top of this document)
- The Department Building Safety will issue the Certificate of Occupancy or Certificate of Compliance within **five working days** after the day of submittal of this request, if the building complies.
- Approvals will be based on research and possible other inspections by the Fire Marshall, Western Virginia Water Authority, Engineering and Zoning.

Residential

New Construction (Final)	\$25.00
New Construction (Temporary)	\$10.00
Existing Building CO	\$35.00
Certificate of Compliance	\$10.00

Commercial

New Construction (Final)	\$50.00
New Construction (Temporary)	\$50.00
New Construction (Temp. Renewal)	\$50.00
Certificate of Compliance	\$25.00
Change of Use/Occupancy	\$35.00
Existing Building CO	\$35.00