



Arlington County, Virginia
 Department of Community Planning, Housing and Development
Zoning Administration

Arlington County, Va./Applications/ISD/AH/05-001

CERTIFICATE OF OCCUPANCY APPLICATION

(Please read the back of this application before completing this form)

Important: Applicant must complete all the non-shaded areas, and mark where applicable.		Do not write here																																								
Trade/ Legal Name	Name / Trade	C.O. Number	CO																																							
Address to be inspected	Number and Street Zip	Received Date / Stamp																																								
<p>I. TYPE OF BUILDING</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> One-Family Dwelling</td> <td><input type="checkbox"/> Two-Family Dwelling</td> </tr> <tr> <td><input type="checkbox"/> Town Houses</td> <td><input type="checkbox"/> Apartments (Rentals)</td> </tr> <tr> <td><input type="checkbox"/> Condominiums</td> <td><input type="checkbox"/> Cooperatives</td> </tr> <tr> <td><input type="checkbox"/> Hotel</td> <td><input type="checkbox"/> Office Building</td> </tr> <tr> <td><input type="checkbox"/> Commercial/Retail</td> <td><input type="checkbox"/> Industrial Building</td> </tr> <tr> <td><input type="checkbox"/> Temporary Structure</td> <td><input type="checkbox"/> Other</td> </tr> </table> <p>II. USE OF BUILDING OR SPACE</p> <p>Previous Use _____</p> <p>Proposed Use _____</p> <p>Nature of Business _____</p> <p>Maximum Capacity assembly type uses _____</p> <p>III. CONSTRUCTION WORK INVOLVED (if any):</p> <p><input type="checkbox"/> New Building <input type="checkbox"/> Alteration of an existing building</p> <p><input type="checkbox"/> Neither of the above</p> <p>Building Permit # _____</p> <p>IV. AREA TO BE INSPECTED</p> <p>▶ Entire Building Yes <input type="checkbox"/></p> <p>Gross Floor Area _____ sq. ft.</p> <p>Number of Parking Spaces _____</p> <p>Total Units _____</p> <p>Amenities Yes <input type="checkbox"/> No <input type="checkbox"/> / Pool Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>▶ Portion of Building Yes <input type="checkbox"/></p> <p>Floor Number(s)(ex. 4th) _____</p> <p>Square Footage _____</p> <p>Rooms or Units(s) Numbers _____</p>		<input type="checkbox"/> One-Family Dwelling	<input type="checkbox"/> Two-Family Dwelling	<input type="checkbox"/> Town Houses	<input type="checkbox"/> Apartments (Rentals)	<input type="checkbox"/> Condominiums	<input type="checkbox"/> Cooperatives	<input type="checkbox"/> Hotel	<input type="checkbox"/> Office Building	<input type="checkbox"/> Commercial/Retail	<input type="checkbox"/> Industrial Building	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other	<p>V. CERTIFICATE REQUESTED FOR:</p> <p><input type="checkbox"/> Master Certificate of Occupancy (MCO) for a new or renovated building or conversion to a condominium, or cooperative.</p> <p><input type="checkbox"/> Shell & Core (C & S).</p> <p><input type="checkbox"/> *Partial Occupancy of a building.</p> <p><input type="checkbox"/> Change of ownership of a building.</p> <p><input type="checkbox"/> Change of ownership of a business.</p> <p><input type="checkbox"/> Change in the use of a building space.</p> <p><input type="checkbox"/> *Condominium/cooperative unit to be sold.</p> <p><input type="checkbox"/> Condominium/cooperative unit to be rented</p> <p><input type="checkbox"/> Other _____</p> <p>*For buildings, condominiums or cooperatives with elevators, an MCO must be filed and C&S issued prior to the issuance of these certificates.</p> <p>VI. Does your business involve the storage, manufacture or processing of Hazardous materials (radioactive materials requiring approval of the Nuclear Regulatory Commission, gasoline, paint, firm, etc)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Storage of hazardous waste materials is regulated by the Uniform Statewide Building Code and Arlington Fire Prevention Code.</p> <p>VII. Are the premises ready for inspection? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "No" give approximate date when premises will be ready: _____ or check will call <input type="checkbox"/></p> <p>The premises described under this application are in compliance with law, ordinances and regulations, as determined by the inspections indicated.</p>																												
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		<p>VIII. ADDITIONAL INFORMATION:</p> <p><input type="checkbox"/> Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Site Plan Approval</p> <p>To be heard _____</p> <p>Case No. _____</p> <p>IX. ZONING: Initials: _____</p> <p>Zone _____ Zoning Fees _____</p> <p>Receipt No. _____ Date _____</p> <p>X. APPROVED BY</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%;">Initials</th> <th style="width: 15%;">Date</th> </tr> </thead> <tbody> <tr><td>Building</td><td>_____</td><td>_____</td></tr> <tr><td>Electrical</td><td>_____</td><td>_____</td></tr> <tr><td>Mechanical</td><td>_____</td><td>_____</td></tr> <tr><td>Plumbing</td><td>_____</td><td>_____</td></tr> <tr><td>E. H. B</td><td>_____</td><td>_____</td></tr> <tr><td>Elevator</td><td>_____</td><td>_____</td></tr> <tr><td>Fire Prevention</td><td>_____</td><td>_____</td></tr> <tr><td>Child Care</td><td>_____</td><td>_____</td></tr> <tr><td>Final Survey</td><td>_____</td><td>_____</td></tr> <tr><td>Comm. Inspection</td><td>_____</td><td>_____</td></tr> <tr><td>DES</td><td>_____</td><td>_____</td></tr> <tr><td>BUS License</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p>XII. Building Official</p> <p style="text-align: right;">Date _____</p>			Initials	Date	Building	_____	_____	Electrical	_____	_____	Mechanical	_____	_____	Plumbing	_____	_____	E. H. B	_____	_____	Elevator	_____	_____	Fire Prevention	_____	_____	Child Care	_____	_____	Final Survey	_____	_____	Comm. Inspection	_____	_____	DES	_____	_____	BUS License	_____	_____
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I, the Applicant hereby certify that the information supplied on this application is true and correct to the best of my knowledge; and that any construction, alteration or repair has been performed in accordance with the applicable regulations and under a valid permit issued by Arlington County.

Signature	Applicant name (Print)	Address	Phones
	On Site Contact Person (if not the applicant)		

GENERAL INFORMATION

Paragraph 36.D, Arlington County Zoning Ordinance, and Section 117, Virginia Uniform Statewide Building Code (BOCA), state that no occupancy or change of occupancy, use or change of use of any land or building shall take place until a Certificate of Occupancy has been issued. This Certificate shall state that the building or proposed use of the building or land complies with all provisions of law and all country ordinances and regulations. Therefore all construction work, alterations, remodeling, or repair must be done under permits issued by the Inspection Services Division. All safety regulations, Department of Human Services regulations, and Public Works Department must be complied with.

"NO" OCCUPANCY OR USE IS PERMITTED UNTIL THE CERTIFICATE APPLIED FOR UNDER THIS APPLICATION HAS BEEN ISSUED

INSTRUCTIONS FOR FILING APPLICATION

I. GENERAL

- A. Read instructions **carefully**, Erroneous information will result in delays in issuance of a Certificate of Occupancy.
- B. **Applications, accompanied by a check made payable to Treasurer of Arlington County, for the full fee may be hand-carried or mailed to: Zoning Administrator, Suite 1000, 2100 Clarendon Boulevard, Arlington, VA 22201. Do NOT mail it to the Treasurer.**
- C. Filing an application is an indication that premises are ready for inspection. If inspectors find premises are not in proper condition for inspection, no inspection will be made. The various sections of the Inspection Services Division may charge a re-inspection fee if the situation warrants.
- D. All new construction and all alterations (other than painting) involving building, electrical, plumbing, heating, ventilation, and air conditioning work require permits from Inspection Services Division.

II. INSPECTIONS

- A. Generally, a final inspection of all premises for which applications have been received prior to 5:00 p.m., the previous Thursday, will be made on the following Tuesday and no later than Friday morning of each week.
- B. Please be sure you can be reached at the telephone number shown on the application.
- C. No inspections will be made unless:
 - 1. The applicant or his duly authorized agents are present on the premises.
 - 2. Utility services are established and operating.
 - 3. All equipment has been installed and connected.

III. FREQUENTLY FOUND DISCREPANCIES

The most frequently found discrepancies which result in delaying issuance of a Certificate of Occupancy are as follows:

- A. Fire Extinguishers
 - 1. Improperly placed or hung.
 - 2. Inspection tags are not current.
- B. Plumbing
 - Commercial establishments do not have water closets as required, or backflow prevention.
- C. Electrical
 - Improper use of extension cords. Use of extension cords is not permitted and they should be removed.

IV. SPECIAL APPLICATIONS

Applications for child care shall so indicate in Space IV, "Proposed Use."

V. NEW BUILDINGS

Applications for and issuance of Certificate of Occupancy for newly constructed buildings or portions still under construction will adhere in sequence to the following procedures:

- A. Entire Building:
 - An application shall be filed for the entire building, including all site improvements, amenities and appurtenances which are required by variance, use permit, or site plan approval, as may be applicable.
- B. Partial or Temporary Occupancy:
 - After the application described in Step A has been filed, additional applications for Certificate of Occupancy for a portion of the building, either still under construction or complete, may be filed, accompanied by appropriate fees. Such certificates may be issued if that portion is in compliance with the following requirements:
 - 1. It must be complete in all respects, with final inspections completed and approved by the Inspection Services Division and other applicable agencies.
 - 2. It must be capable of being occupied safely with all safety and alarm systems, mechanical, electrical and plumbing systems properly operating.
 - 3. All required means of ingress and egress must be completed **and at all times are to be kept clean and free of debris** and construction material and provide a safe, clean means of exit from the area to be occupied to the street in compliance with applicable laws and ordinances.
 - 4. When applicable, a separate elevator for occupants use must be provided. Use of this elevator by construction personnel is prohibited.
 - 5. There must be no major interference with or interruption of the occupant's normal activities as work on the balance of the building progresses.