



Request for Certificate of Occupancy

City of Richmond
Dept. of Community Development
Bureau of Permits and Inspections
900 E. Broad Street, Room 110
Richmond Virginia 23219
804 646 6955 * Fax 804 646 6948
www.ci.richmond.va.us

Please complete this form and return to our office at least two (2) weeks prior to your final building inspection. There is **no** fee required with this form for Building Permit Certificate of Occupancy.

Job/Property Location: _____

Building Permit No.: _____

Projected Occupancy Date: _____

This form **does not** schedule your final building inspection. You should call our automated call system (SPANLINK) at 646-0770 or this office at 646-6955 to schedule your final inspection upon completion of the work.

As you prepare your final building inspection, please be aware of the following items:

- All trade permits need to be completed prior to requesting the building final. These can include, but are not limited to: electrical, mechanical (HVAC), plumbing, gas piping, sprinkler and elevator permits.
- Any required special inspection reports should also be submitted to this office. These must be signed/sealed by the engineer or architect who inspected the work.
- Any reinspection fees and/or permit fees for increase in cost of work owed to the city shall be paid.

Additionally, please be aware of the following:

- Any zoning requirements, including parking, signs, landscaping, etc., need to be completed. The Zoning Administration Office may be reached at 646-6340.
- Any public works requirements including site work, grading & seeding, work-in-street, etc., need to be completed. The Permits & Engineering Services Division may be reached at 646-5155 or 646-6440.
- Any public utilities requirements need to be completed. The Department of Public Utilities may be reached at 646-8544.
- Any health inspections need to be completed. The Health Department may be reached at 646-3120.
- **ALL DELINQUENT TAXES MUST BE PAID**