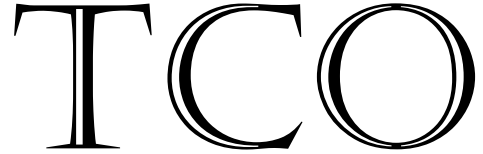




# TEMPORARY CERTIFICATE OF OCCUPANCY

**Application for Issuance or Renewal of  
Temporary Certificate of Occupancy**  
 COUNTY OF HENRICO, VIRGINIA  
 DEPARTMENT OF BUILDING CONSTRUCTION AND INSPECTIONS  
 4301 E. PARHAM ROAD \* HENRICO, VA 23228  
 P.O. BOX 90775 \* HENRICO, VA 23273-0775  
 henrico.us/bldg  
 PHONE (804) 501-4360 \* FAX (804) 501-4984



<b>Date of Application:</b>	
<b>Building Permit #</b>	

January 1, 2015

<b>JOB</b>	STREET ADDRESS			
	JOB NAME			
<b>OWNER OF RECORD</b>	NAME	<b>CONTRACTOR</b>	COMPANY NAME	
	ADDRESS		ADDRESS	
	CITY ST ZIP		CITY ST ZIP	
	WORK PHONE FAX		PHONE FAX	
	E-MAIL		E-MAIL	
VIRGINIA CONTRACTOR'S LICENSE NUMBER				

<b>Items not completed:</b>	
	<b>Intended course of action to complete work:</b>

<b>Reason for work not being completed:</b>	

**DATE TO BE COMPLETED:** \_\_\_\_\_ Please note that filing this application does not guarantee issuance or renewal of a temporary certificate of occupancy. Approval will be based on the circumstances involved and will **not** be granted should there be life safety issues involved. The \$25.00 application fee is charged to offset the costs of investigating the request and will not be refunded should the request be denied.

Failure to obtain County approval for the completed work by the expiration date of the Temporary Certificate of Occupancy, or renewal of the temporary certificate of occupancy, will result in issuance of a Notice of Violation for each item that remains to be corrected. Each violation may be punishable, upon conviction, by a fine of up to \$2500.00.

_____ Signature of Applicant	_____ Print Name of Applicant
_____ Applicant's E-mail	_____ Applicant's Phone Number

### FOR OFFICE USE ONLY

<b>APPROVED:</b> _____ <b>DENIED:</b> _____  _____ <b>AUTHORIZED SIGNATURE</b>	<b>TCO Subject To :</b>  _____ <b>DATE</b>	<table style="width: 100%;"> <tr> <td><b>FEE</b></td> <td style="text-align: right;"><b>\$25.00</b></td> </tr> <tr> <td><b>STATE LEVY TAX</b></td> <td style="text-align: right;"><b>.50</b></td> </tr> <tr> <td colspan="2"><small>*Levy percentage is subject to change. For current percentage contact our office or visit our website.</small></td> </tr> <tr> <td><b>VOUCHER #</b></td> <td>_____</td> </tr> <tr> <td><b>CHECK #</b></td> <td>_____</td> </tr> </table>	<b>FEE</b>	<b>\$25.00</b>	<b>STATE LEVY TAX</b>	<b>.50</b>	<small>*Levy percentage is subject to change. For current percentage contact our office or visit our website.</small>		<b>VOUCHER #</b>	_____	<b>CHECK #</b>	_____
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