



CERTIFICATE OF OCCUPANCY APPLICATION

**CITY OF ALEXANDRIA, VIRGINIA
DEPARTMENT OF CODE ADMINISTRATION**

4850 Mark Center Drive, Suite 2013
Alexandria, Virginia 22311

Phone: 703.746.4200 Fax: 703.838.3880

Website: alexandriava.gov/Code E-mail: permitcenter@alexandriava.gov

PLEASE VISIT OUR ONLINE PERMIT CENTER: <https://permits.alexandriava.gov>

STAFF USE ONLY

PERMIT OCC _____

Master BLD _____

PROPERTY INFORMATION

DATE APPLIED _____

BUILDING NAME _____

BUILDING ADDRESS _____

FLOOR / SUITE _____

OWNER

NAME _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL _____

TENANT INFORMATION (if applicable)

TENANT'S NAME _____

BUSINESS LICENSE # _____

PHONE _____ FAX _____

E-MAIL _____

MODIFICATION GRANTED NO YES-
applicable code section _____

SUP# _____

SUP EXPIRATION DATE _____

SITE PLAN # _____

DATE SITE PLAN APPROVED _____

OCCUPANCY INFORMATION

BUILDING USE: CURRENTLY _____

PROPOSED _____

MIXED USE BUILDING: NO YES- OTHER USE GROUPS

CONSTRUCTION TYPE(S): I _____ II _____ III _____

IV V _____

INTENDED USE RESIDENTIAL COMMERCIAL

CODE NAME/ EDITION: _____

SPACE PREVIOUSLY OCCUPIED: YES NO

TOTAL NUMBER OF STORIES: _____

**THE CERTIFICATE OF OCCUPANCY MUST BE
POSTED IN BUILDINGS OF USE GROUPS B, F, H,
M, AND S.**

**OCCUPANCY INFORMATION
(CONTINUED)**

SIZE OF TENANCY: _____ SQ. FT.

FLOOR LOADING: _____ PSF

NUMBER OF FLOORS TO BE OCCUPIED: _____

IS THE BUILDING SPRINKLERED? YES NO

IF YES: FULL PARTIAL _____

FIRE ALARM SYSTEM? YES NO

ADA STATUS OF BUILDING:

EXEMPT FULLY ACCESSIBLE PARTIALLY
ACCESSIBLE PROPOSED COMPLIANCE (SPECIFY
ITEMS):

| Certificate Fees | | Res. Cert. of Occupancy (per individually permitted dwelling unit) and res. addition Cert. of Completion. | \$148.84 |
|--|----------|---|----------|
| Res. Addition or Alteration | \$73.50 | Comm. space 1000 sq. ft. or less | \$165.38 |
| Comm. alteration space 1000 sq. ft or less | \$105.05 | Comm. space 1001 to 2500 sq. ft. | \$192.94 |
| Comm. alteration 1001 to 2500 sq. ft | \$131.25 | Comm. space greater than 2501 sq. ft. | \$220.50 |
| Comm. alteration space greater than 2501 sq. ft. | \$157.50 | Shell and Core areas of any building | \$551.25 |

STAFF USE ONLY

PERMIT FEE: \$

DEPOSIT: \$

ISSUE DATE:

By: