



# CERTIFICATE OF OCCUPANCY APPLICATION

CITY OF ALEXANDRIA, VIRGINIA  
DEPARTMENT OF CODE ADMINISTRATION

301 King Street, Suite 4200

Alexandria, Virginia 22314

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:

