



# Request a Certificate of Occupancy

Please complete this form and return to our office at least one week prior to your final building inspection. **No** fee is required for a Certificate of Occupancy issued from an active building permit.

Job/Property Location: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

Projected Occupancy Date: \_\_\_\_\_

This form **does not** schedule your final building inspection or any other inspection. You should call our automated call system at 646-0770 or use the [Online Permit Portal](#) to schedule your final inspections upon completion of the work.

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

- All trade permits need to have an approved final inspection 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 re-inspection fees and/or audited permit fees for increase in cost of work owed to the City shall be paid.

Additionally, please be aware of the following zoning requirements that need to be completed:

- Parking area paving, striping, buffers and interior landscaping.
- Trash collection area screening (fencing).
- For new main buildings, an "as-built" survey is necessary to show building setbacks in relation to the front, rear and side property lines and the provision of on-site parking.
- For properties with special approvals, all conditions of the approval must be met. These items will be verified and may include: Building materials or color, mechanical equipment location and screening, signage, landscaping, lighting, etc.

To schedule your Zoning Final (299) inspection use the [Online Permit Portal](#) or call the automated call system (646-0770). Submit your request **ONLY AFTER** work is completed and Zoning Staff will inspect the site within two (2) days of your inspection request. If you have questions or need to submit information, contact: [PDRZoningAdministration@Richmondgov.com](mailto:PDRZoningAdministration@Richmondgov.com) or call (804) 646-6340.

- Any public works requirements including site work, grading & seeding, work-in-street, etc., need to be completed. For a Public Works Final, contact the inspector assigned to your part of town or noted on any Work in Streets Permits you may have for your project. If unsure of who your inspector is, you may send a request for a final inspection to [rightofway@richmondgov.com](mailto:rightofway@richmondgov.com). Please include the address of the needed inspection and a call back number.
- A final land disturbance inspection from DPU Water Resources is required. Call 646-7087. The site must be 80% stabilized with mature vegetation or mulch. Stormwater BMPs must be in good working condition per approved plans and manufacture's specifications.
- **ALL DELINQUENT TAXES MUST BE PAID**