



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center St. South

Vienna, VA 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

OFFICE USE ONLY
MUNIS No.: _____

**BUILDING CORE AND SHELL
CERTIFICATE OF OCCUPANCY APPLICATION**

A Building Core and Shell Certificate of Occupancy is required for all new construction before individual tenant occupancy permits are submitted in the Town of Vienna.

SUBMISSION REQUIREMENTS

- Complete application for Commercial Occupancy. Failure to provide complete information will delay the issuance of the Certificate.
- Submitted application for a Town of Vienna Business License. Certificates of Occupancy will not be issued without the completion of the Business Application process, including the payment of all fees.
- Fees paid in accordance with current Town of Vienna Fee Schedule.
- Completed as-built survey including height certification.
- All trade (mechanical, electrical and plumbing) and building permits for the core and shell must have passed final inspection.

PROPERTY INFORMATION

Property Address: _____

Parcel ID: _____ Zoning: _____

PROPERTY OWNER

Owner Name: _____

Owner Address: _____

Email: _____ Phone: _____

APPLICANT CONTACT (if different than owner)

Applicant Name: _____ Title: _____

Business: _____

Mailing Address: _____

Email: _____ Phone: _____

PROPERTY ADDRESS: _____

OWNER SIGNATURE

I, the owner/property manager of the property listed at the address above, give permission to the applicant to submit this application to the Town of Vienna. (If property manager signs, provide proof of authorization.)

Acknowledged

Signature: _____ Title: _____ Date: _____

APPLICANT SIGNATURE

No certificate of occupancy will be issued until after all required permits have been properly issued and a final inspection shall be performed by Town of Vienna staff to ensure that all construction is in accordance with the approved plans, drawings and building elevations by the various boards and commissions of the Town of Vienna.

Acknowledged

It is understood that this Certificate of Occupancy does not take place of any other license that may be required by law nor does it confer the right to erect signs.

Acknowledged

Applicant Signature: _____ Date: _____