



Loudoun County
 Department of Building & Development
 1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000
 (703) 777-0220 www.loudoun.gov/buildingpermits

Occupancy Sign-Off Application

BUILDING PERMIT NO. B _____

OFFICIAL USE ONLY			
PERMIT NUMBER _____	<input type="checkbox"/> FINAL	<input type="checkbox"/> TEMPORARY	
TEMPORARY APPROVAL _____	EXPIRATION DATE _____		
EXTENDED TO DATE _____	INITIALS _____	EXTENDED TO DATE _____	INITIALS _____

PROPERTY OWNER/LESSEE INFORMATION (PLEASE PRINT OR TYPE)			
PROPERTY OWNER/LESSEE OR TENANT _____	PHONE NUMBER _____		
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____
SUBDIVISION NAME _____	LOT # _____	EMAIL ADDRESS _____	

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)		
LAST NAME _____	FIRST NAME _____	SIGNATURE _____
PHONE NUMBER _____	MAILING ADDRESS _____	EMAIL ADDRESS _____

CONSTRUCTION TYPE (PLEASE CHECK ONE ONLY) NEW CHANGE OF USE

COUNTY INSPECTOR'S USE ONLY					
B)	E)	P)	M)	G)	K)
B)	E)	P)	M)	G)	K)
B)	E)	P)	M)	G)	K)
B)	E)	P)	M)	G)	K)
B)	E)	P)	M)	G)	K)
OK TO TEMP	OK TO TEMP	OK TO TEMP	OK TO TEMP	OK TO TEMP	OK TO TEMP

LOUDOUN WATER/TOWN SANITATION _____
 SIGNATURE OF TOWN/LOUDOUN WATER OFFICIAL _____ DATE _____

ZONING (TOWN ZONING OFFICIAL) * _____
 SIGNATURE OF ZONING OFFICIAL _____ DATE _____

COUNTY ZONING INSPECTORS WILL SIGN-OFF ELECTRONICALLY

****PERMITS WITH PRIVATE WATER/SEWER OR FOOD SERVICES REQUIRE A HEALTH DEPARTMENT CLEARANCE****
****THIS CLEARANCE MUST BE SIGNED-OFF ELECTRONICALLY BY HEALTH DEPARTMENT STAFF****



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Occupancy Sign-Off Application Instructions

RESIDENTIAL PROPERTIES

*Original final house location survey plats will be delivered by either the engineering firm or contractor of the project. Electronic copies of the plats are also submitted to DEPT-PZ-ZONING_ADMIN_OCCUPANCY_FINAL_PLATS@loudoun.gov in PDF format so that they cannot be altered. **Facsimile copies are not accepted.***

Single Family Detached

Final grade

Yards have sod or seed and straw

Silt fence entrenched on all necessary parts of the lots and sidewalks are in place (if applicable)

House numbers are attached to the house or a mailbox that is in front of or adjacent to the lot

If the house is a great distance from the right of way, the house number must be posted at the driveway entrance

All structures meet required setbacks

Dumpsters and portable toilets have been removed

Single Family Attached

Final grade

Yards have sod or seed and straw are visible

Silt fence entrenched on all necessary parts of the lots and sidewalks are in place (if applicable)

House numbers are attached to the house or a mailbox that is in front of or adjacent to the lot

All structures meet required setbacks

Dumpsters and portable toilets have been removed

Multiple Family Units

Final grade

Yards have sod or seed and straw are visible

Curb and gutter is in place

Sidewalks are free from cracks and or other damage

Parking spaces are paved and lined

Construction debris, dumpsters and portable toilets have been removed

All other site plan/proffered conditions are met

Each unit is numbered

All structures meet required setbacks

All non-permitted signs have been removed from the property

COMMERCIAL/INDUSTRIAL AND OTHER NON-RESIDENTIAL BUILDINGS

Prior to final zoning inspection, **ASBUILTS** must be submitted by the developer or engineering firm and must be approved by the County project engineer. In addition, if the parcel has a SPEX, ZMAP or ZCPA tied to the property then all proffered and/or special exception conditions must be met, prior to the final occupancy permit issuance. These conditions and/or proffers will be verified upon zoning inspection. The following will be verified during the inspection: .

Site matches approved Site Plan / Concept Development Plan including but not limited to:

Parking Spaces

Landscape

Address

Setbacks

Structures

TENANT FIT OUTS

The tenant did not make changes to the building's exterior and the "Shell" has received all final inspections

The commercial buildings and tenant spaces do not have any signs which do not have an approved zoning permit

All condos or suites are properly addressed

All conditions or proffers are met per the zoning permit and approved plans