



Environmental Health  
 Phone: 703 / 777-0234  
 Fax: 703/771-5023

# Loudoun County Health Department

P.O. Box 7000  
 Leesburg VA 20177-7000



Community Health  
 Phone: 703/777-0236  
 Fax: 703/ 771-5393

## Request for Occupancy Clearance

Date Requested: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
 Email \_\_\_\_\_

Property Address: \_\_\_\_\_ PIN: \_\_\_\_\_  
 \_\_\_\_\_

### Required prior to obtaining an Occupancy Clearance

#### Water Sample (Bacteriological) *(N/A for Public Water)*

1. Water sample is collected after all plumbing in the house is complete and then sent to an approved lab.
2. Water sample is collected from an approved source prior to any treatment works. (Not from a pressure tank or frost free hydrant)
3. Water sample is tested for Chlorine at the time it is collected. (Residual 0.0)
4. Water sample certification statement is received by the Health department.
5. Chemical Analysis for well (If not already in file).

#### Sewage Disposal *(N/A for Public Sewer)*

1. The final inspection is completed and approved.
2. The completion statement is signed by the contractor or his representative.
3. Pump sheet and curve must be submitted to the Health Department.
4. A signed PE or AOSE Designer Certification Statement must be submitted to the Health Department (if required).
5. An "as-built" drawing of the drain field and components must be located in the file.
6. Operations & Maintenance Manual must be located in the file (if required).
7. State Notice of Recordation must be recorded in the deed of the property (if required).
8. If survey has been waived (Form 11), Also Form 12 is present and signed.

❖ **The anticipated processing time for an Occupancy Clearance is 3 business days after receiving the required information listed above.**

This form is provided to assist you through the permit process and is not intended to address every detail of every project. Additional information not stated on this checklist may be required.