



For Office

Revised  
November  
2014

# COUNTY of SUSSEX

## REQUEST FOR CERTIFICATE OF OCCUPANCY

Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

I, \_\_\_\_\_ owner/contractor of the property located at

Address: \_\_\_\_\_  
\_\_\_\_\_

Do hereby request the issuance of the Certificate of Occupancy for the above referenced project in accordance with Chapter 1, Section 116.1 of The Virginia Uniform Statewide Building Code.

I understand the Certificate will be issued within five days from the request and receipt of all documents listed below:

	<b>DATE RECEIVED</b>	<b>RECEIVED BY</b>
"As-built" site Plan prepared by a Virginia Certified Land Surveyor or Professional Engineer for structures located on lots less than two acres		
Well and Private Sewage Disposal System Operation Permit issued by the Virginia Department of Health		
Approval from Sussex Service Authority, Greensville Water & Sewer Authority, Town of Waverly, or Town of Wakefield of the utility connections or Town of Wakefield of the utility connections		
Sussex County Planning Department approval of all site improvements indicated on the approved site plan		
Town of Jarratt, Town of Stony Creek, Town of Wakefield, Town of Waverly approval		
Manufactured Housing Certification of Installation forms.		
Soil Treatment Statement		
Air Barrier, <b>Blower Door Test</b> , If no visual inspection		
Duct work, <b>Duct Blaster</b> , if no visual inspection of duct sealing		
VDOT Land Use Permit Status, Completed		

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date Certificate Issued: \_\_\_\_\_

By: \_\_\_\_\_