



## **GENERAL INFORMATION**

Paragraph §15.3, Arlington County Zoning Ordinance, and Section 117, Virginia Uniform Statewide Building Code (VUSBC), state that no occupancy or change of occupancy, use or change of use of any land or building shall take place until a Certificate of Occupancy has been issued. This Certificate shall state that the building or proposed use of the building or land complies with all provisions of law and all country ordinances and regulations. Therefore all construction work, alterations, remodeling, or repair must be done under permits issued by the Inspection Services Division. All safety regulations, Department of Human Services regulations, and Public Works Department must be complied with.

### **“NO” OCCUPANCY OR USE IS PERMITTED UNTIL THE CERTIFICATE APPLIED FOR UNDER THIS APPLICATION HAS BEEN ISSUED**

#### **I. GENERAL**

A. Read instructions **carefully**, Erroneous information will result in delays in the issuance of a Certificate of Occupancy.

**B. Applications must be accompanied by a check for the [full fee](#) at the time of application, made payable to Treasurer of Arlington County, and must be hand-delivered or mailed to: Zoning Administrator, Suite 1000, 2100 Clarendon Boulevard, Arlington, VA 22201.**

C. All new construction and all alterations (other than painting) involving building, electrical, plumbing, heating, ventilation, and air conditioning work require separate permits and inspections from Inspection Services Division. Note: This is separate from the Certificate of Occupancy process.

#### **II. CERTIFICATE OF OCCUPANCY INSPECTIONS**

A. Generally, when applications are submitted before 4:30 p.m. on Thursday, final inspections will be scheduled for the following Tuesday-Friday. If the premise was not ready for inspection when the application was submitted, please call 703-228-3883 to schedule an inspection when the premise is ready.

B. Please be sure you can be reached at the telephone number shown on the application.

C. No inspections will be made unless:

1. The applicant or his representative (18 years of age or older) are present on the premises.
2. All equipment has been installed and connected.
3. If Zoning inspectors find premises are not in proper condition for inspection, no inspection will be made, and upon return, a re-inspection fee will be charged.

D. Certificate of Occupancy inspections may involve several County agencies.

#### **III. FREQUENTLY FOUND DISCREPANCIES**

The most frequently found discrepancies which result in delaying issuance of a Certificate of Occupancy are as follows:

A. Fire Extinguishers

1. Improperly placed or hung.
2. Inspection tags are not current.

B. Plumbing

Commercial establishments do not have water closets as required, or backflow prevention.

C. Electrical

Improper use of extension cords. Use of extension cords is not permitted and they should be removed.

#### **IV. NEW BUILDINGS**

Applications for and issuance of Certificate of Occupancy for newly constructed buildings or portions still under construction will adhere in sequence to the following procedures:

A. Entire Building:

An application shall be filed for the entire building, including all site improvements, amenities, and appurtenances. If approved by BZA variance or use permit, County Board use permit or site plan, submission of documents identifying such approval must be submitted.

B. Partial or Temporary Occupancy:

After the application described in Step A has been filed, additional applications for Certificate of Occupancy for a portion of the building, either still under construction or complete, may be filed, accompanied by appropriate fees. Such certificates may be issued if that portion is in compliance with the following requirements:

1. It must be complete in all respects, with final inspections completed and approved by the Inspection Services Division and other applicable agencies.
2. It must be capable of being occupied safely with all safety and alarm systems, mechanical, electrical and plumbing systems properly operating.
3. All required means of ingress and egress must be completed **and at all times are to be kept clean and free of debris** and construction material and provide a safe, clean means of exit from the area to be occupied to the street in compliance with applicable laws and ordinances.
4. When applicable, a separate elevator for occupants use must be provided. Use of this elevator by construction personnel is prohibited.
5. There must be no major interference with or interruption of the occupant's normal activities as work on the balance of the building progresses.

#### **V. CAPACITIES FOR OUTDOOR/INDOOR SEATING**

Please provide 5 copies of all seating layouts. For outdoor, please show the seating layout in a scaled plat (5 copies).