

TEMPORARY CERTIFICATE OF OCCUPANCY/MODEL USE

ACKNOWLEDGEMENT STATEMENT
ONLY BUILDING PERMIT HOLDER IS ELIGIBLE TO REQUEST A TEMPORARY CERTIFICATE OF OCCUPANCY AND/OR USE PERMIT.

Temporary Certificate of Occupancy

I fully understand that this is a request for a **Temporary Certificate of Occupancy** and will expire after **30 days**, unless otherwise stipulated. Please initial after reading each statement.

1. _____ **This agreement will automatically renew every 30 days, being invoiced through the Treasurer’s Office, unless otherwise stipulated until completion of the project and a final certificate of occupancy is issued.**
2. _____ It is my responsibility to request and obtain all required inspections.
3. _____ Occupancy of the structure/building without a certificate of occupancy is a violation of Seciton 116.1 of the Virginia Uniform Statewide Building Code and the Chesapeake Zoning Ordinance, and I may be subject to criminal prosecution for committing the above noted violations.
4. _____ Any falsification or misrepresentation voids this agreement.
5. _____ **In the event I do not complete the project and this Temporary Certificate of Occupancy expires, I understand and acknowledge responsibility for invoices generated through the City Treasurer for 30-day renewal until project completion.**

Model Use: Valid for 1 year

1. _____ It is my responsibility to obtain all required inspections and satisfy all City of Chesapeake requirements relative to this project.
2. _____ See items 4 and 5 listed above.

APPLICANT INFORMATION PLEASE PRINT

Contractor/Permit Holder Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Signature below indicates acknowledgement and agreement with the terms listed within this document.

Signature: _____ Print Name: _____

OFFICE USE ONLY

Permit Number: _____ Receipt # _____

Address: _____ Unit/Lot/Suite # _____

City: _____ State: _____ Zip: _____

Approved By: _____ Date: _____ Expire Date: _____