

TOWN OF
Herndon
DEPARTMENT OF PUBLIC WORKS

Change of Occupancy Without Alterations

Town of Herndon – Building Inspections
777 Lynn Street 2nd Floor, Herndon, VA 20170
Telephone (703) 435-6850 Fax (703) 318-8492
E-Mail: buildinginspections@herndon-va.gov

Requesting Company Name:	_____
Address:	_____

Telephone Number:	_____

Reason For Request:	_____

Requested Property Address:	_____
Suite Number:	_____
Tenant Name:	_____
Were any alterations done?	_____

Contact Name:	_____
Contact E-mail Address:	_____
Contact Telephone Number:	_____

For Official Use Only	
Date Received:	Received By:
Date Completed:	Completed By:
Date Contacted:	Contacted By:

Please complete this form and submit to the Town of Herndon For Processing. This form may be submitted via fax (703) 318-8492, e-mail buildinginspections@herndon-va.gov, or by mail PO Box 427 Herndon, VA 20172.