

TOWN OF
Herndon
 DEPARTMENT OF PUBLIC WORKS

Certificate of Occupancy Request

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:	_____
Permit Number:	_____

<u>Additional Suite Numbers</u>	<u>Additional Tenant Names</u>	<u>Permit #</u>

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. It will take approximately 3-5 days to process this request and you will be notified by the Building Inspections Office once approved.