



**SUSSEX COUNTY BUILDING DEPARTMENT**  
**POST OFFICE BOX 1397**  
**20135 PRINCETON ROAD**  
**SUSSEX, VIRGINIA 23884**  
**PHONE: (434)246-4390**

**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:

	DATE RECEIVED	RECEIVED BY
"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.		

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**DATE CERTIFICATE ISSUED:** \_\_\_\_\_