

53 East Colonial Highway
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Certificate of Occupancy Application

Town of Hamilton

53 E Colonial Hwy, PO Box 130, Hamilton, VA 02159-0130 (540)338-2811 Fax (540)338-9263

The purpose of the certificate of occupancy is to state that a building or proposed use of a building or premises complies with the building laws and the provisions of these regulations. An application for a certificate of occupancy must be submitted prior to taking occupancy, coincident with the application for a building permit (with Loudoun County), and for part of a building or development (under certain circumstances.) Coordination with Loudoun County may need to occur during the occupancy process.

Date _____	PIN _____	Zoning District _____
Street Address _____		
Owner/Agent Name _____	Telephone Number _____	
Fax Number _____	E-mail _____	
Mailing Address _____		

Please check one of the following:

- Commercial Use Residential Use

Proposed Use: _____

If for Commercial Use:	Gross Leasable Floor Area: _____	Number of Employees: _____
	Parking Spaces Required: _____	Parking Spaces Provided: _____

Under Article 13, Section 2 of the Hamilton Zoning Ordinance, a Certificate of Occupancy is required as follows:

- When vacant land is occupied or used, except for agricultural uses associated with the conduct of a farm
- When any premises is to be used, or building which has been erected or structurally altered is to be used, or a change in use occurs
- When an existing use is non-conforming

Agent/Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations and tests as they deem necessary.

 Agent/Owner's Signature

 Date

For Town Use Only

Fees Paid Amount \$ _____

Zoning Administrator's Approval	Date
Comments:	Permit #