



# TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST FORM

CITY OF WAYNESBORO, BUILDING & ZONING DEPARTMENT

## A.) SITE INFORMATION:

Residential (\$100.00)

Commercial (\$200.00)

Industrial (\$200.00)

Physical Address: \_\_\_\_\_  
(Printed)

Property Owner of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Printed)

Owner's Mailing Address (if different): \_\_\_\_\_  
(Printed)

## B.) APPLICANT INFORMATION:

Applicant Name: \_\_\_\_\_  
(Printed)

Mailing Address: \_\_\_\_\_  
(Printed)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

## C.) REASON FOR REQUEST: (Please specify all outstanding issues)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## D.) SIGNATURE:

AFFIDAVIT: I understand the fee to obtain a temporary certificate of occupancy is \$100.00 for residential, \$200.00 for a commercial and \$200.00 for industrial. Once approved, the temporary certificate will be valid for a period of thirty (30) days. An extension may be issued by the Building Official upon request. The fee for a thirty (30) day extension will be \$100.00 for residential, \$200.00 for commercial and \$200.00 for industrial per request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY:

Permit #: \_\_\_\_\_ Fee \$ \_\_\_\_\_

Issue date: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Not approved  Approved \_\_\_\_\_

Building & Zoning Department