



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

Printed Name

Phone Number

FOR OFFICE USE ONLY:

Invoice #:

Permit #: _____

Fee \$ _____

Issue date: _____

Expiration date: _____

Not approved Approved _____

Building & Zoning Department