

**ENVIRONMENTAL ENGINEERING
TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST
(BUILDER'S SUBMISSION)**

Complete this document and mail to the below address or FAX directly to 804-768-8629

Chesterfield County
Environmental Engineering
PO Box 40
Chesterfield, VA 23832-0040

Date of Request: _____	Building Permit Number: _____
Address: _____	Closing Date: _____

Builder: _____	Environmental Engineering Inspector: _____
Signature: _____	

The closing on the above referenced property is scheduled for the date noted. At time of closing the final grading and stabilization of this property will not be completed due to (check as applicable):

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Wet weather conditions Sod will not arrive until (date) _____ Other, please explain: _____ _____
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This letter also certifies that construction debris has been removed; rough grading has been completed to provide adequate drainage; and an all weather access to the structure, such as a driveway or sidewalk, has been completed.

The above named builder assumes all responsibility for completion of all lot preparations as required by Chesterfield County Environmental Engineering as soon as conditions permit. The builder further certifies that the buyer in agreement with this request and will file a separate letter for the requested action.

The above named builder, by this letter, requests that Environmental Engineering recommend issuance of a Temporary Certificate of Occupancy by the Department of Building Inspections for this permit. It is understood that a Temporary Certificate of Occupancy is valid only for 90 days from issuance and that ALL outstanding requirements must be completed within that time frame.