

**ENVIRONMENTAL ENGINEERING  
CERTIFICATE OF OCCUPANCY (CO) 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):


- Wet weather conditions
  - Sod will not arrive until (date) \_\_\_\_\_
  - Other, please explain: \_\_\_\_\_
- \_\_\_\_\_

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 is 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 Certificate of Occupancy by the Department of Building Inspections for this permit. I certify that ALL outstanding requirements shall be completed within 90 days of the issuance of the CO.