

All items on this checklist must be included with this application. If not, the application will be returned and the applicant will be required to reapply.

Completed Change of Occupancy w/out Alteration Form

Copy of Approved Zoning Appropriateness Permit

Copy of Town of Herndon Business License

Copy of Seating Layout - if a food establishment

Review Process

- STEP 1.** Contact Zoning to obtain a Zoning Appropriateness permit if you have not already done so. community.development@herndon-va.gov
- STEP 2.** Once you have received an approved zoning appropriateness permit, contact the Town of Herndon Finance Department to obtain a business license.
- STEP 3.** Submit all required documents (check list above) by emailing: buildinginspections@herndon-va.gov
- STEP 4.** Town of Herndon review time is approximately 10-14 business days
- STEP 5.** You will be notified by email once the application has been approved and is ready for payment.
- STEP 6.** Once you have made payment, and responded to the email with the confirmation number, your permit and approved plans will be emailed to you.
- STEP 7.** Schedule inspections one business day in advance by emailing: buildinginspections@herndon-va.gov. Be sure to include the information below in your request:
 - *Permit Number
 - *Type of Inspection - Change of Occupancy
 - *Type of Permit - Building
 - *Telephone Number of person on site

CERTIFICATE OF OCCUPANCY W/OUT ALTERATIONS

Town of Herndon - Building Inspections

777 Lynn Street 2nd Floor Herndon, VA 20170

(703) 435-6850 buildinginspections@herndon-va.gov



PROPERTY INFORMATION

Tenant Name: _____
(As you would like to appear on CO)

Property Address: _____

Suite Number: _____

Type of Business: _____

Have Any Alterations Been Done At The Site: _____ YES _____ NO

If Yes, Please Describe: _____

Do You Plan to Do Any Alterations To The Site: _____ YES _____ NO

If Yes, Please Describe: _____

PRE-APPLICATION REQUIREMENTS

Obtain Zoning Approval From The Department of
Community Development

Community Development (Zoning)
community.development@herndon-va.gov
703-787-7380

Obtain a Business License from The Finance
Department

Finance Department
revenue@herndon-va.gov
703-435-6813

Business License Number: _____

REQUIRED DOCUMENTS

- See Checklist Above

CONTACT INFORMATION

Name: _____ Company: _____

Address: _____

Phone #: _____ Email: _____

HOW TO APPLY

Email all required documents to:
buildinginspections@herndon-va.gov