



Rouss City Hall
 15 North Cameron Street
 Winchester, VA 22601

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**REQUEST TO STORE FURNITURE OR EQUIPMENT AND/OR STOCK SHELVES
 PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT**

[] RESIDENTIAL [] COMMERCIAL

TO: BUILDING OFFICIAL
FROM: OWNER(S) OR TENANT(S)
RE: STORAGE OF FURNITURE AND/OR EQUIPMENT

OWNER/TENANT: _____
PHONE NUMBER: _____
SITE ADDRESS: _____
SUBDIVISION: _____ **SECTION:** _____
LOT: _____ **BUILDING PERMIT #:** _____

I/We hereby request that City of Winchester grant permission to the undersigned to store furniture, stock shelves and/or store equipment prior to the issuance of an occupancy permit. All furniture and/or equipment will be placed toward the center of the room(s) to enable inspectors to conduct their inspections with minimal difficulty.

It is understood that City of Winchester will not be held responsible for any damage or loss of stored items.

I/We understand that the use of the structure prior to the issuance of an occupancy permit for habitat, training, meetings, sale events, etc., is a misdemeanor pursuant to Section 36-106 of the Code of Virginia and upon conviction may be punishable by a fine.

I/We further understand that someone authorized by myself must be present each time an inspector is scheduled to inspect the premise.

OWNER/TENANT: _____ **DATE:** _____

Site Recommendation _____ **Fire Marshal Recommendation** _____
Zoning Recommendation _____ **Building Recommendation** _____

APPROVED:

 - Tom Mayhew, Building Official

THIS IS NOT AN OCCUPANCY PERMIT

THIS PERMIT ALLOWS STORING OF FURNITURE, STOCKING SHELVES, STORING EQUIPMENT ONLY!

“To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners.”