



Rouss City Hall  
 15 North Cameron Street  
 Winchester, VA 22601

Telephone: (540) 667-1815  
 FAX: (540) 722-3618  
 Website: www.winchesterva.gov

**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:** \_\_\_\_\_

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**Site Recommendation** \_\_\_\_\_ **Fire Marshal Recommendation** \_\_\_\_\_  
**Zoning Recommendation** \_\_\_\_\_ **Building Recommendation** \_\_\_\_\_

**APPROVED:**

- David Parker, 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.”*