



TOWN OF OCCOQUAN

314 Mill Street, PO Box 195
 Occoquan, Virginia 22125
 (703) 491-1918

www.occoquanva.gov | info@occoquanva.gov

Permit No. IAP

Zoning Permit Fee: \$75

INTERIOR ALTERATION PERMIT APPLICATION

Zoning review and approval by the Town of Occoquan is required prior to issuance of building permits by Prince William County. For interior alterations that require a building permit for Prince William County but do not affect the use of the property nor require review or approval under Title XV (Land Usage) of the Town Code, an interior alteration approval acts as the zoning review and approval. Please complete the applicable sections below and submit all supporting documentation to Town Hall in person or by email to townclerk@occoquanva.gov.

SECTION 1: Applicant/Contractor and Owner Information		<input type="checkbox"/> Applicant same as Owner
Applicant/Contractor Name:		Phone:
Applicant/Contractor Mailing Address:		E-mail:
Owner Name:		Phone:
Owner Mailing Address:		E-mail:
SECTION 2: Zoning Activity / Site Information		
<i>Any exterior alterations or interior alterations that affect the use of the property or affect other characteristics of the property requiring review or approval under Title XV (Land Usage) of the Town Code will require a zoning permit application.</i>		
Proposed Activity on Property:		
Site Address:		GPIN:
Zoning District:	REZ/SUP #:	Supporting Documents: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current/Previous Use of Property:		Type: (Sketch, Plat, etc.)
SECTION 3: Authorized Signatures		
Please review the "Notice to Applicant/Property Owner" on the second page of this application. By signing below, you acknowledge receipt of the Notice, affirm that to the best of your knowledge the alterations described in this application are solely interior with no effects on the use of the building or other characteristics of the property subject to review or approval by the Town under Title XV (Land Usage) of the Town Code, and that all information provided on this application is accurate and complete.		
Applicant/Property Owner Signature:		
Authorized Name (Please Print)	Authorized Signature	Date
FOR TOWN USE ONLY		
Interior Alteration Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Issue Date:	Signature (Zoning Administrator or designee)	
Comments/ Conditions:		

SECTION 4: Notices to Applicant and Property Owner

Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. In some cases, such covenants may be more restrictive than the Occoquan Town Code, and the issuance of permits will not relieve you of complying with any applicable private restrictions. We recommend that you contact your Home/Business Owners Association to determine the existence and applicability of any such covenants.

INFORMATION PROVIDED BY THE APPLICANT/OWNER ON BUSINESS LICENSE APPLICATIONS, SITE PLANS, PLATS, RELATED DOCUMENTS, VERBALLY OR WRITTEN SHALL BE ASSUMED TO BE TRUE AND ACCURATE (I.E. PROPOSED/EXISTING USES AND STRUCTURES, SETBACKS, EASEMENTS, ETC.). IF INFORMATION PROVIDED IS INACCURATE, INCOMPLETE OR OTHERWISE MISREPRESENTED, THIS APPROVAL WILL BE CONSIDERED NULL AND VOID.