



DUMFRIES, VIRGINIA

John Wilmer Porter Building  
17755 Main Street  
Dumfries, Virginia 22026-2386  
703-221-3400

www.dumfriesva.gov

date stamp

paid stamp

Taxes current  Yes  No

COMMERCIAL OCCUPANCY APPLICATION

Please refer to the Town fee schedule for application fee

Name of Business or Organization: \_\_\_\_\_

*If organization is a non-profit, please provide a copy of your 501(c)3*

Site address in Town: \_\_\_\_\_

Type of business

- |                                          |                          |                             |                          |
|------------------------------------------|--------------------------|-----------------------------|--------------------------|
| Retail store                             | <input type="checkbox"/> | Barber shop or beauty salon | <input type="checkbox"/> |
| Office, general business or professional | <input type="checkbox"/> | Restaurant                  | <input type="checkbox"/> |
| Medical and/or dental office and clinic  | <input type="checkbox"/> | Other                       | <input type="checkbox"/> |

Description of Business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |                                                                                 |                              |                             |
|---------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Can customers or the public visit the site?                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the building contain assembly area (church, auditorium, or movie theater)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is equipment brought to the site?                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the business contain any equipment beyond desktop computers?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are vehicles larger than an SUV parked onsite?                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- An inspection is required for all commercial occupancy applications. Inspection will include fire extinguishers and exit signs.
- If work is to be done on the interior (other than painting or minor repairs), a separate building permit is required. Other permits that may be required include electrical, mechanical, and plumbing.

*I hereby certify that I have the authority to make the foregoing application on behalf of the named business or organization, that the information given is correct, that I have read and I understand the applicable zoning ordinances for the zoning district, and that this project will comply with all applicable Codes and Ordinances of the Town of Dumfries and the State of Virginia.*

Applicant

Name \_\_\_\_\_  
Please Print

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_