PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division

EQUIPMENT/FURNITURE STORAGE REQUEST

Version 2010-04-02

To: Building Construction Services Branch
Building Development Division
5 County Complex Court, Suite 120
Prince William, VA 22192

From: Owner or Tenant: _____
Print Name

Check One: ☐ Residential SFD or TH ☐ Nonresidential (including R-1 & R-2)

1. IRC Building: If a 13D or 13R fire suppression system is installed, the request is subject to the approval of the Fire Marshal's Office.
2. IBC Building: All requests are subject to the approval of the Fire Marshal's Office.
3. All required fire suppression systems and alarm systems shall be installed, inspected and approved.
4. Contact the Fire Marshal's Office at 703-792-6486 to schedule the Equipment/Furniture Storage Inspection (Code 148).

Re: Request to Stock Merchandise or Store Furniture Prior to the Issuance of a Certificate of Use and Occupancy

Building or Tenant Name: _____

Site Address: _____

Building Permit Number: _____

Fire Protection Permit Number(s), if applicable: _____

I hereby request that Prince William County grant to the undersigned permission to stock merchandise or store furniture prior to the issuance of a Certificate of Use and Occupancy. All furniture and equipment will be placed toward the center of room(s) to enable inspectors to conduct their inspections with minimal difficulty.

It is understood that Prince William County will not be held responsible for any damage or loss of stored items and that all storage of furniture, equipment or stock shall be at my own risk.

I certify that all required concealment inspections have been conducted and approved. I understand that a copy of this letter is to be posted in the building or tenant space visible to the County Inspectors and Fire Marshal. I understand that this is not a Certificate of Use and Occupancy.

OWNER OR TENANT:

_____ _____
Signature Date

Telephone # _____

Staff Use Only

APPROVED:

_____ _____
Building Official Date

******* THIS IS NOT A CERTIFICATE OF USE AND OCCUPANCY *******

IF APPROVED, THIS LETTER ALLOWS STOCKING OF MERCHANDISE OR STORAGE OF FURNITURE ONLY.