

# ZONING PERMIT DROP-OFF SHEET

Please include the **permit application** and any **supporting documentation** which might be needed. If you have questions about what to submit, call 703-324-1359. Home Occupation Permits, Non-RUP and Temporary Special Permits (TSP) applications require a fee, please put it in an envelope provided and paper clip it to your submission.

For information about the status of your permit, once submitted, call 703-324-1359.

Date (dropped off): \_\_\_\_\_

Time (dropped off): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Must fill in

Phone Number: \_\_\_\_\_

Must fill in

Alternate Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Must fill in

Is this a ReSubmission? Yes \_\_\_\_\_ No \_\_\_\_\_

Notes:

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## FOR ZONING PERMITS BRANCH USE ONLY

Assigned to: \_\_\_\_\_

Date assigned: \_\_\_\_\_

Supervisor Assigned: \_\_\_\_\_

Date given to Supervisor: \_\_\_\_\_

Date returned to the Technician assigned: \_\_\_\_\_

Supervisor Initials: \_\_\_\_\_

Date put in the pick-up tray: \_\_\_\_\_