



TOWN OF
VIENNA
Public Works

TO: Vienna Construction Industry
FROM: Department of Parks & Recreation, Department of Planning and Zoning, and the
Department of Public Works
ORIG. DATE: November 6, 2019
REV. DATE: November 19, 2019
SUBJECT: Holiday Residential CO Review & Inspections – (19-005 LTI)

Due to limited staff resources during the holiday season, please note that the town cannot guarantee inspections for Residential Home Occupancy permits during the following:

November 25th – 29th (the week of Thanksgiving)
December 23rd – 27th (the week of Christmas)
December 30th – January 3rd (the week of New Years)

Applicants should also allow additional review time during the last two weeks of November and the month of December for Residential Occupancy Permits. Be sure to email all materials for review to BuildingPermitReview@viennava.gov to ensure that all necessary reviewers can see submissions.