

# Certificate of Occupancy Required Documents

**In order to receive your Certificate of Occupancy in a timely manner, we request a minimum of 3 days. We must have all of the following information and/or forms prior to your request going on the Certificate of Occupancy request log:**

- Building Final Inspection
- Electrical Final Inspection
- Mechanical Final Inspection
- Plumbing Final Inspection
- Fire Marshal's Final Inspection - including fire suppression and fire alarm systems (775-2646)
- As-built Flood Elevation Certificate (if lot is located in a flood zone)
- Water Utilities Customer Service Inspection for building backflow (775-2595)
- Irrigation System Inspection (Building Inspection 775-3159 and Water Utilities 775-2589)
- Sign Inspection (if the sign is electrical - inspection must be called in by the sign contractor)
- Grease Interceptor/Sample Port Inspections for food establishments (775-2626)
- Food Handlers Permit for food establishments (775-2928)
- Flat Work (driveways and sidewalks) - if applicable (775-3159)

If a temporary Certificate of Occupancy is being requested, certain inspection approvals will obviously still be outstanding. For these, the evaluation and approval time could take longer, and might require a contractor meeting or an additional site visit. You will be contacted if this is necessary.

## **Incomplete applications will not be accepted.**

Note: You will be contacted at the phone number you provide as soon as your certificate of occupancy is ready to pick up.

Q:BldgInsp/BI Forms/Certificate of Occupancy Required Documents Form

