



## REQUEST FOR CERTIFICATE OF OCCUPANCY (CO)

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

LEGAL DESCRIPTION

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

USE OF PREMISES: \_\_\_\_\_

PROPERTY OWNER

ADDRESS: \_\_\_\_\_

TENANT: \_\_\_\_\_

Requests for Certificate of Occupancy will be met upon verification of the following items:

- All required inspections as laid out in the architectural plan review have passed inspection. If the inspection an inspection was missed, an engineer's letter has been provided certifying the integrity of the labor performed.
- A final fire safety inspection was performed (if required), and a recommendation of Certificate of Occupancy was made by the Fire Chief.
- A final drainage review was performed (if required), and a recommendation of Certificate of Occupancy was made by the City Engineer.
- All debts relating to construction have been satisfied, including but not limited to:
  - Inspections
  - Additional Plan or Drainage Review Fees
  - Outstanding Utility Bills

Upon verification of the following items, the Building Official shall issue a Certificate of Occupancy within ten days. (Code of Ordinances sec. 101-133)

SIGNATURE: \_\_\_\_\_  
owner date

SIGNATURE: \_\_\_\_\_  
contractor date

RECEIVED BY CITY STAFF: \_\_\_\_\_  
date