



## Certificate of Occupancy Inspection Information

**NOTE:** A BUILDING PERMIT is required for any alteration or construction work.

To receive an inspection for “Certificate of Occupancy”, it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee (\$100).
3. Our Planning Department will review the application for proper zoning, parking, etc.
4. After review you will receive a phone call from the Building Department and you can schedule an inspection at that time.
5. On the day of your inspection please have the space or building open from the hours of 8:00 a.m.-5:00 p.m. or deliver a key to the Building Department.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. **Before you can open for business you must have and pass this inspection.** Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt. If there is a slide bolt a sign must be posted “door to remain unlocked during business hours.” Door handles should be ADA type.
2. When required, illuminated exit signs and emergency lighting must be in good working order.
3. Address must be posted on the building in 6” minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space. The circuits in the panel must be clearly labeled.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Extension cords and power strips are not allowed for permanent use. If a new receptacle is needed a licensed electrician will need to permit and install.
8. Hose bibs must have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.
12. Fire extinguishers inspected and mounted as needed (top 5’ max height).
13. A MAIN EXTERIOR ELECTRICAL DISCONNECT IS REQUIRED. IF YOU DO NOT HAVE ONE YOU WILL BE REQUIRED TO HAVE AN ELECTRICIAN INSTALL ONE.

**If any deficiencies are found a list will be left for the occupant to complete with a timeline for completion and a statement as to whether the building can be occupied during the completion of said deficiencies.**



APPLICATION FOR CERTIFICATE OF OCCUPANCY

Application Fee \$100.00

(Please check one) [ ] Original [ ] Re-Occupancy [ ] Non-Conforming [ ] Temporary \$200

ADDRESS OF USE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

Building to be used as: \_\_\_\_\_ Sq./Ft.: \_\_\_\_\_

Occupant Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Telephone Numbers: \_\_\_\_\_

Name of Land or Building Owner: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Approximate date last occupied: \_\_\_\_\_ Previous Occupant type if known: \_\_\_\_\_

Approximate date you plan on opening to the public? \_\_\_\_\_

CERTIFICATE OF OCCUPANCY QUESTIONNAIRE

- 1. Will you store, use dispense or mix flammable or combustible liquids for purposes other than maintenance for operation of equipment? Yes \_\_\_ No \_\_\_ If so, specify the type of product and the projected quantities.
2. Will there be any spray painting on the premises? Yes \_\_\_ No \_\_\_
3. Will you handle or use any hazardous or toxic chemicals such as, but not limited to oxidizers, corrosive liquids, poisonous gases and radioactive materials: If so, specify the type and projected quantities. Yes \_\_\_ No \_\_\_
4. If you have warehouse storage, complete the following:
A. What materials will be stored?
B. How high will materials be stacked?
C. Will the materials be stored in racks? Yes \_\_\_ No \_\_\_
5. Will the building be equipped with a fire sprinkler system or standpipe system? Yes \_\_\_ No \_\_\_
6. Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared in any manner, other than vending machines? Yes \_\_\_ No \_\_\_
7. Will alcoholic beverages be sold for consumption on the premises? Yes \_\_\_ No \_\_\_
8. Will a swimming pool be located on the premises? Yes \_\_\_ No \_\_\_ Spa? Yes \_\_\_ No \_\_\_ Other? Yes \_\_\_ No \_\_\_
9. Is this building on city sewer? Yes \_\_\_ No \_\_\_
10. Are you located within the Historic District? Yes \_\_\_ No \_\_\_ ANY exterior changes must be approved if so.
11. Will any goods or merchandise be displayed outdoors? Yes \_\_\_ No \_\_\_ If so, specify
A specific use permit may be required for outside display.
12. Will any goods, merchandise or raw materials be stored outdoors? Yes \_\_\_ No \_\_\_ If so, specify
13. Will used goods be sold on the premises? Yes \_\_\_ No \_\_\_
14. If you will be performing any of the following processes on the premises, please check those activities:
[ ] Manufacturing/ Treating [ ] Vehicle Washing [ ] Formulation / Mixing / Processing
15. Will any liquid wastes or sludge be generated which are not disposed of in the sewer system? Yes \_\_\_ No \_\_\_
16. Will any form of wastewater pre-treatment be utilized at this facility? Yes \_\_\_ No \_\_\_ If yes, briefly describe:
17. A main exterior electrical disconnect is required on all commercial businesses. If you do not have a disconnect you will be required to install one. Do you have a main exterior disconnect? Yes \_\_\_ No \_\_\_
18. Will combustible dust be generated: Yes \_\_\_ No \_\_\_
19. Is there an approved hard surface (asphalt, concrete) for the required parking? Yes \_\_\_ No \_\_\_
20. Number of parking spaces & location: Number of handicapped parking spaces:
21. Are parking spaces properly striped? Yes \_\_\_ No \_\_\_
22. I agree to not place ANY sign anywhere without a permit or confirming that a permit is not needed? Yes \_\_\_ No \_\_\_

Revocation: The Building Official may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of the ordinance whenever the Certificate of Occupancy is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this ordinance or the most current Building, National Electrical, International Mechanical, Uniform Fire, International Plumbing Codes, and State/Local Health Laws. I hereby certify that I have read the above information and know the same to be true and correct.

The Certificate of Occupancy Inspection includes all Building Components that are visible to the Building and Fire Inspectors, and not for hidden or concealed Building Components.

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT MUST SUBMIT A COPY OF HIS/HER DRIVER LICENSE WITH APPLICATION

OFFICE USE ONLY

Use Compliant with \_\_\_\_\_ zoning? Yes \_\_\_ No \_\_\_ Planning: \_\_\_\_\_ Date: \_\_\_\_\_
SUP? Yes \_\_\_ No \_\_\_
Building Official Approval: \_\_\_\_\_ Health Inspector: \_\_\_\_\_ Fire Inspector: \_\_\_\_\_
Sprinklered? Yes \_\_\_ No \_\_\_ Occupant Load: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Building Occupancy: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

DUMPSTER ENCLOSURE [ ] YES [ ] NO