



REQUEST A CERTIFICATE OF OCCUPANCY/COMPLETION

Certificate of Occupancy

Before a structure may be occupied, a Certificate of Occupancy is required for:

- New single-family detached and attached dwellings
- New multi-family buildings
- New commercial buildings
- Commercial interior alterations

The Building Official may require a Certificate of Occupancy for other projects, such as additions or other occupied structures.

When the permitted work has passed all required Building, Site, and (if commercial) Fire Marshal inspections, complete the appropriate Request for Certificate of Occupancy/Completion form (use Commercial or Residential version).

- For new residential construction, submit a [Georgia Energy Code Compliance Certificate](#), signed by the mechanical contractor.
- For commercial projects, any Special Inspections Reports must be submitted and approved by the Building Official.

The invoice for the Certificate fee and any other outstanding fees must be paid before the request will be reviewed.

Allow a minimum of 3 business days for the Building Official to review the request and issue the Certificate of Occupancy. If the permit records are incomplete or there are other issues, the review may take longer. You will be notified when the Certificate has been issued. Commercial Certificates of Occupancy should be posted in a visible place on the premises, usually with the business license.

Certificate of Completion

An optional Certificate of Completion may be requested for projects not requiring a Certificate of Occupancy. Requests must be submitted within 30 days of passing the required final inspection(s). Certificates of Completion are not available for any trade permits, except solar panel installations.

When the permitted work has passed all required Building, Site, and (if commercial) Fire Marshal inspections, download the appropriate Request for Certificate of Occupancy/Completion form (for Commercial or Residential version). Complete the form and upload it to your permit on the CSS Portal.

The invoice for the Certificate fee and any other outstanding fees must be paid before the request will be reviewed.

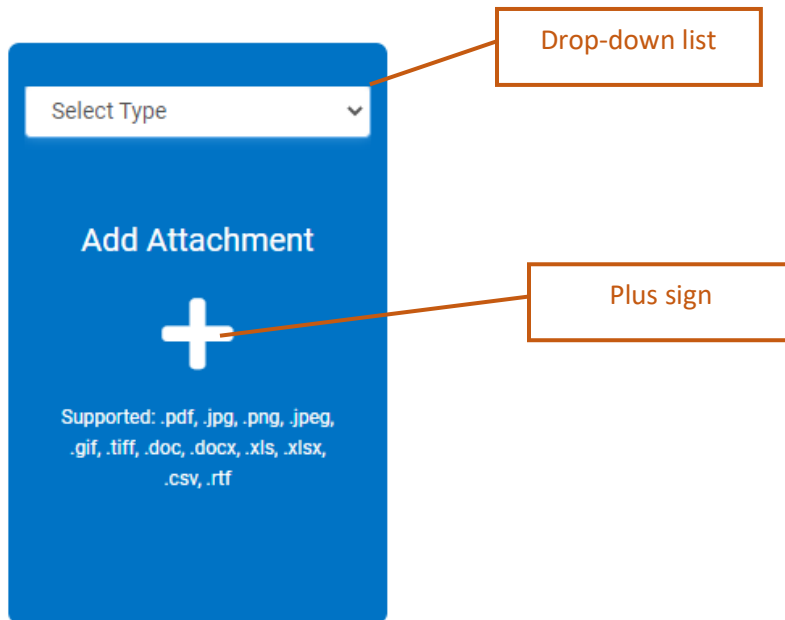
Allow a minimum of 3 business days for the Building Official to review the request and issue the Certificate. If the permit records are incomplete or there are other issues, the review may take longer. You will be notified when the Certificate has been issued.

How to Request a Certificate

Complete the Request for Certificate of Occupancy/Completion form. Note: vague or incomplete information will delay your request.

Open your permit on the CSS Portal, and click on the Attachments tab. On the Add Attachment card, select "Related Documents" from the drop-down list as the document type. Click the large plus + sign. Select the request form from your computer folder, and open it to upload it.

Upload any additional documents the same way. Last, click the blue Submit button.



REQUEST FOR CERTIFICATE OF OCCUPANCY/COMPLETION - COMMERCIAL

1. Request for Certificate of Occupancy or Certificate of Completion (whichever is applicable) must be submitted on this form, along with the following required documents:
 - Test and Balance results (original, stamped) – new construction, additions, and major alterations
 - Additional or corrected documents may be required
2. An invoice for the certificate fee will be sent to you. Fee must be paid before CO/CC will be issued.
3. Allow a **minimum of 3 days** for processing request after all final inspections (site, building, fire marshal, as applicable) are passed.
4. You will be contacted by the Building Official if additional information is needed. Leaving fields blank on this form will delay the process.
5. Submit request form and document(s) by uploading them to your permit on the CSS Portal.
6. The certificate will be emailed to you when issued.

The following information is REQUIRED – Use N/A if not applicable to this project.

Date: ____/____/____ Permit Number: _____

Job Address: _____ Suite/Building _____

Project/Tenant Name _____

Type of Project:

New Building Shell/White Box Addition Interior Finish/Remodel Accessory Structure Other

Related Trades:

Electrical Plumbing Mechanical Low Voltage Fire System(s)

Construction Type: _____ Use Classification: _____

Sprinkler System: Y /N Area: _____ SF Occupant Load: _____ Persons

Applicant: _____

Email: _____ Phone: _____

Contractor Company: _____ Phone: _____

Applicant's Relationship to Project:

General Contractor Property Owner Tenant Other: _____

This section for staff use only

Trade permits obtained for all trades

All required inspections passed

Required documents in file

Needed: _____

All fees paid

Special Conditions: _____

Approved for CO CC by _____ Date: _____

REQUEST FOR CERTIFICATE OF OCCUPANCY/COMPLETION – RESIDENTIAL

1. Request for Certificate of Occupancy or Certificate of Completion (whichever is applicable) must be submitted on this form, along with the following required documents:
 - Georgia Energy Code Compliance Certificate (signed) – new construction, additions
 - Additional or corrected documents may be required
2. An invoice for the certificate fee will be sent to you. Fee must be paid before CO/CC will be issued.
3. Allow a **minimum of 3 days** for processing request after all final inspections (site, building, fire marshal, as applicable) are passed.
4. You will be contacted by the Building Official if additional information is needed. Leaving fields blank on this form will delay the process.
5. Submit request form and document(s) by uploading them to your permit on the CSS Portal.
6. The certificate will be emailed to you when issued.

The following information is REQUIRED – Use N/A if not applicable to this project.

Date: ____/____/____

Permit Number: _____

Job Address: _____

Project _____

Type of Project:

New Home/Townhome Addition Interior Finish/Remodel Accessory Structure Exterior/Other

Area: _____ SF

Related Trades:

Electrical Plumbing Mechanical Low Voltage

Applicant: _____

Email: _____ Phone: _____

Contractor Company: _____ Phone: _____

Applicant's Relationship to Project:

General Contractor Property Owner Tenant Other: _____

This section for staff use only

Trade permits obtained for all trades

All required inspections passed

Required documents in file

Needed: _____

All fees paid

Special Conditions: _____

Approved for CO CC by _____ Date: _____