

## 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 affidavits obtained for all trades

All required inspections passed

Required documents in file

Needed: \_\_\_\_\_

All fees paid

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

Approved for  CO  CC by \_\_\_\_\_ Date: \_\_\_\_\_