

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: _____