

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 or emailing to building.permits@johnscreekga.gov.
- 6. The certificate will be emailed to you when issued.

Date://	Permit Number:		
Job Address:			
Project			
Type of Project:			
☐ New Home/Townhon	ne 🗖 Addition 🗖 Interi	or Finish/Remode	☐ Accessory Structure ☐ Exterior/Othe
Area:	SF		
Related Trades: ☐ Electrical ☐ Plur	mbing Mechanica	I ☐ Low Voltag	e
Applicant:			
Email:			Phone:
Contractor Company:			Phone:
Applicant's Relationship	to Project:		
☐ General Contractor	☐ Property Owner	□ Tenant	Other:
	This se	ection for staff use	e only
☐ Trade affidavits obtai	ned for all trades		
☐ All required inspectio	ns passed		
☐ Required documents	in file		
Needed:			
☐ All fees paid			
Special Conditions:			
Approved for D.CO. D.	CC by		Data