



CERTIFICATE OF OCCUPANCY REQUIREMENTS

Below is a matrix depicting the various departments required to perform a Certificate of Occupancy (CofO) inspection or “final” inspection. Each department must be notified individually to perform an inspection and subsequently process the CofO clearance form. It is recommended you contact the appropriate department(s) prior to requesting a Building and Safety final inspection to resolve any outstanding issues. After all required departments have approved the CofO or final inspection and notified Building and Safety, the certificate (if appropriate) will be processed and a CofO will be issued.

(VM – Voice Mail)	<u>Building</u> Inspection Request 461-6050 VM	<u>Planning</u> Lori Abeles 461-6060	<u>Public</u> <u>Works</u> Ken Burris 461-6028	<u>Fire</u> 304-FIRE	<u>Land-</u> <u>scape</u> 698-0122 office 461-6083 VM	<u>Police/</u> <u>Code Enf.</u> 304-COPS 461-6330 VM
<u>Residential / Tracts</u> ¹ Models & Sales Offices Custom Homes	X	X	X	X	X ⁴	
Sales Trailers	X	X		X		
<u>Residential</u> ¹ Multi-family	X	X	X	X	X	X
<u>Commercial</u> ¹	X	X	X	X	X	X
<u>Industrial</u> ¹	X	X	X	X	X	X
<u>Tenant Improvements</u> ¹	X	X ²		X		
<u>Change of Occupancy</u> ¹	X	X ³		X		X
<u>CofO–w/o Construction</u> ¹	X	X ³		X		

Note: Job card shall be signed off by applicable departments whether or not a field inspection is required.

- ¹ Building Department will sign off last, after Planning and Fire if necessary, on Tenant Improvements, Change of Occupancy (includes Police), and CofO with or without Construction to ensure compliance by all affected departments.
- ² If site landscaping or parking was altered as part of the tenant improvement, the Planning Department shall determine if a CofO inspection is required.
- ³ If a business license has been approved for the new use then no inspection is required.
- ⁴ Except custom homes and Bear Creek development properties.