

NOTICE CERTIFICATE OF OCCUPANCY REQUESTORS
PLEASE KEEP FOR YOUR RECORDS.

Read Carefully

City ordinance requires that when a change is made in the use of any land or building or structure or tenancy occurs, except residential, a certificate of occupancy shall be obtained. Whenever a building permit is issued for the erection of a new building or structure, (apartments, commercial, industrial,) or additions to or major remodeling, an Occupancy permit shall also be required prior to occupancy. **No building shall be occupied without a certificate of occupancy.** **First initial fee is \$50.00.** A temporary commercial or industrial certificate of occupancy may be approved at the discretion of the building official for sixty (60) days. At the end of the first sixty (60) days, the building official shall have the authority to extend the temporary commercial or industrial certificate of occupancy in thirty (30) day increments.

It shall be the responsibility of the applicant to apply for an additional thirty (30) day extension at the end of each thirty (30) days from the date of issuance of the original temporary certificate of occupancy. An additional fifty dollars (\$50.00) fee is due for each thirty (30) extension approved by the building official.

The building official shall have the authority to deny applications for renewal of temporary certificates of occupancy and by written notice to the applicant within ten (10) days of denial of said certificate of occupancy application, shall have the authority to have utility services disconnected to said premises if operations have not ceased.

Please include a detailed drawing of the floor plan
(Payment will not be accepted without this)

1. You must call in no less than **two (2) working days** prior to requesting a certificate of occupancy inspection. Working days (excluding holidays) are Monday through Friday, 8:00 a.m. to 5:00 p.m. Requests made on Thursdays of the week will not be performed until Monday of the following week.
2. Appointment times cannot be scheduled. Someone needs to be on the premises or you will need to make arrangements to keep the facility open for the inspectors. Inspections will be made by the following personnel: Plans examiners, Engineering, building inspections, fire department, utility department, Storm Water Quality (if applicable) City/County Health (if applicable).

Contact: 739-1210 or 739-1211 concerning requests for certificates of occupancy and/or Inspections.

If your business is food related, you need to contact the Health Department at 425-4348 or 425-4319 and let them know you need an inspection.