

COMMERCIAL CERTIFICATE OF OCCUPANCY CLOSE-OUT DOCUMENTS

✓ CHECKLIST

- ☐ Completed Certificate request form by Permit Holder; addressed to Building Official;
- ☐ All related permit inspections must be closed
- ☐ As Built plans with Architect Narrative
- ☐ Commissioning Report
- ☐ Completed Permit Card; including Final inspection results and dates
- ☐ Final Elevation Certificate, Signed and Sealed
- ☐ Elevator Certificate (if applicable)
- ☐ Final Environmental Approval
- ☐ Final Fire Department Approval
- ☐ Final Health Department (if applicable)
- ☐ Final Public Works Utilities Connection Approval
- ☐ Final Survey
- ☐ Fire Penetration Signed & Sealed Affidavit
- ☐ Re-inspection fees must be paid in full
- ☐ Concrete Testing Reports
- ☐ Soil Densities
- ☐ Threshold Inspection Report
- ☐ Welder Certifications (if applicable)
- ☐ Final Termite Treatment Certificate
- ☐ Insulation Certificate signed by the Installing contractor for wall, ceiling and roof
- ☐ Statement of Compliance Signed & Sealed by AOR/EOR
- ☐ Test and Balance Report
- ☐ Signed and Sealed Statement from EOR concrete pad complies with ACI318

All required closeout documentation is the responsibility of the Contractor and owner. All documentation must be accurate and complete before CO issuance. Time-delays caused by

incorrect and/or incomplete submittal documentation is entirely the responsibility of the Contractor / Owner, no exceptions.

Three (3) working days minimum are required for close out document review and processing Certificate of Occupancy.