

Certificate of Occupancy Checklist

To apply for the permit in order to obtain a Certificate of Occupancy for a commercial building, the applicant if not the owner of the building must provide the following:

- Complete Building Permit Application
- Landlord Approval Letter stating the tenant can occupy the building
Or a rental lease agreement

Upon inspection of the property, additional permits may be required for any repairs before receiving the Certificate of Occupancy.

If no additional permits are required, then the Certificate of Occupancy can be issued.