YOUR OFFICE NAME

CERTIFICATE OF OCCUPANCY APPLICATION

Request a certificate of occupancy after construction or a change of use.

All final inspections must pass before a certificate of occupancy is issued. Include your building permit number.

PROPERTY

Property address *

Suite or unit

Building permit number

APPLICANT

Full name *

Mailing address *

Phone *

Email *

OCCUPANCY

Reason for the request *

- [ ] New construction
- [ ] Renovation
- [ ] Change of use
- [ ] New tenant
- [ ] Sale of property

Business or occupant name

Proposed use of the space *

Maximum number of occupants

Preferred inspection date

CERTIFICATION

☐ I certify the space is ready for final inspection. *

Signature *

Date *