

Procedures for Certificate of Occupancy Commercial Applications

*****Required Responsible Departments*****

Type of Project	Engineering	Food Service (Health)	Grading (Health)	Fire Marshal	Zoning	Highway	Building
*New Construction Cell Tower	Required inspections completed	Does not apply	Required inspections completed. Final As-built submitted	Yes	Foundation As-built (if required) Final As-built submitted	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
*New Construction Restaurant	Required inspections completed	Certification	Required inspections completed. Final As-built submitted	Yes	Foundation As-built (if required) Final As-built submitted	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
*New Construction Commercial	Required inspections completed	Certification	Required inspections completed. Final As-built submitted	Yes	Foundation As-built (if required) Final As-built submitted	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
*New Construction Hotel & Motel	Required inspections completed	Certification	Required inspections completed. Final As-built submitted	Yes	Foundation As-built (if required) Final As-built submitted	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed
**Change of Use w/or Interior Alterations	Required inspections completed	Certification	Does not apply	Yes	Required inspections completed. Parking verified.	Does not apply	Required inspections completed All other Departmental approvals have to be completed
*Addition Commercial	Required inspections completed	Certification	Required inspections completed. Final As-built submitted	Yes	Foundation As-built (if required) Final As-built submitted	Required inspections completed	Required inspections completed All other Departmental approvals have to be completed

* This Table is to be used as a guide only. C of O's will be issued at the discretion of the Building Inspector.