



CHECK LIST FOR OBTAINING CERTIFICATE OF OCCUPANCY/COMPLETION

Project: _____

Prior to issuing a certificate of occupancy or completion acknowledging project completion, the permit office insures all documents and inspections are complete and submitted to the building department. * Below is a list of requirements:

☐ All building inspections approved by Safebuilt

☐ Certificate of Occupancy fees paid

New Commercial Building \$100

New Residential \$50

Commercial or Residential renovation \$25

☐ Complete Sub-Contractors list

☐ Fire Marshal 100% approval

Fire Marshal Certificate of Compliance \$100

☐ Fayette County Health Department

Where applicable (restaurants, septic systems, public swimming pools)

☐ Planning Department: Landscape Plan approved by Planning commission and installed according to approval, approval by planning department.

☐ Submit an electronic copy of the approved construction plans formatted in .tif, .jpg, or .pdf file. This is the set of plans you received at permit pick up.

☐ Engineering: all document submittal requirements according to discussion at pre-construction meeting.

☐ Stormwater Inspection 100% approval including any engineering submittal requirements.

☐ All new commercial construction or added square footage requires a foundation survey and possibly an elevation certificate.

This list may not be all inclusive and may be dependent on additional requirements as discussed by city officials during project construction.