



**REQUEST FOR CERTIFICATE OF OCCUPANCY/COMPLETION - COMMERCIAL**

- 1. Request for Certificate of Occupancy or Certificate of Completion (whichever is applicable) must be submitted on this form, along with the following required documents:
- Signed Inspection Card (or copy)
- Test and Balance results (original, stamped) – new construction, additions, and major alterations
- Sewer affidavit (original, notarized) – new construction
- Additional documents may be required.
2. An invoice for any re-inspections fees will be provided. Fees must be paid before CO/CC will be issued.
3. Allow a minimum of 3 days for processing request after all final inspections (site, building, fire marshal, as applicable) are passed.
4. Submit request form and documents at permit counter or to buildingpermits@johnscreekgov.gov. Notification will be sent when issued.

THE FOLLOWING INFORMATION IS REQUIRED – Use N/A if not applicable to this project

Date: \_\_\_/\_\_\_/\_\_\_ Job ID: \_\_\_\_\_

Job Address: \_\_\_\_\_ Suite/Building \_\_\_\_\_

Project/Tenant Name \_\_\_\_\_

Type of Project:

- checkbox New Building checkbox Shell checkbox Addition checkbox Interior Finish/Remodel checkbox Accessory Structure checkbox Exterior/Roof

Related Trades:

- checkbox Electrical checkbox Plumbing checkbox Mechanical checkbox Low Voltage checkbox Fire System

Construction Type: \_\_\_\_\_ Use Classification: \_\_\_\_\_

Sprinkler System: Y /N Area: \_\_\_\_\_ SF Occupant Load: \_\_\_\_\_ Persons

Certificate to be checkbox Picked up at Permit Counter checkbox Emailed to person requesting Certificate.

Certificate Requested by: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Project:

- checkbox General Contractor checkbox Property Owner checkbox Tenant checkbox Other: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

This section for staff use only

- checkbox Trade permits for all trades
checkbox All required inspections passed
checkbox Required documents in file

Needed: \_\_\_\_\_

checkbox Re-inspection fees: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Approved for checkbox CO checkbox CC by \_\_\_\_\_ Date: \_\_\_\_\_