



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

- 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)
- Energy Compliance Certificate (blower door test - original, stamped) – new construction and additions
- 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, as applicable) are passed.
4. Submit request form and documents at permit counter or email to buildingpermits@johnscreekga.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: \_\_\_\_\_

Project \_\_\_\_\_

Type of Project:

- checkbox New Home/Townhome checkbox Addition checkbox Interior Finish/Remodel checkbox Accessory Structure checkbox Exterior/Roof

Related Trades:

- checkbox Electrical checkbox Plumbing checkbox Mechanical checkbox Low Voltage

Construction Type: \_\_\_\_\_ Use Classification: \_\_\_\_\_ Area: \_\_\_\_\_ SF

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 affidavits 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: \_\_\_\_\_