

Certificate of Occupancy

To apply, customers must present a complete set of plans 11"x 17" or 24"x36" including:

Site Plan: Plan showing entire lot with location of building and of suite within the building. Must include parking and demonstrate accessible parking. Must show path of travel from parking to entrance.

Floor Plan: Includes interior partition walls with each room labeled.

Layout Plan: Interior layout including all permanent fixtures and all furniture.

* All plans must include: Type of construction, Type of Occupancy, Occupant Load, and must state whether the building has fire sprinklers or not.

