



Department of Property Maintenance – Building Division
APPLICATION for CERTIFICATE of OCCUPANCY



Permit # _____
 Date Issued: _____
 -or-
 Control # _____
 Certificate Application Received: _____
 Certificate Issued: _____

IDENTIFICATION

Work Site Location: _____ Block: _____ Lot: _____ Qualification Code _____
 _____ Contractor: _____
 Owner in Fee: _____ Address: _____
 Address: _____
 _____ Phone: _____
 Phone: _____ License No. _____
 Federal Employee No. _____

ACTION

- Certificate of Occupancy Certificate of Continued Occupancy
 Lead Hazard Abatement Certificate of Clearance
 Temporary Certificate of Occupancy

USE GROUP _____ PREVIOUS _____ CURRENT _____

FINAL COST OF CONSTRUCTION: \$ _____

(Include value of any new structure, all on-site improvements, built-in furnishings and fixtures and all integral equipment exclusive of process or manufacturing equipment).

Describe below any substantive deviation in dimension, layout or appearance of the building or structure from the released plans and specifications filed with the constructions permit application. Please note, a set of amended drawings may be required.

If you are requesting a Temporary Certificate of Occupancy, please explain why in the space below:

Description of Work/Use:

I hereby attest that to the best of my knowledge, the completed project meets the conditions of the construction permit and all prior approvals, and all work has been completed substantially in accordance with the code and with those portions of the plans and specifications controlled by the code, with any substantial deviations noted. Incomplete items listed on a Temporary Certificate of Occupancy will be completed by the date of the Certificate.

SIGNED: _____ [] Owner [] Agent