



POLICY FOR ACQUIRING A CERTIFICATE OF OCCUPANCY

Prior to use or occupancy of a building, the building official or designee must perform a final inspection as required by code. It is the duty of the person requesting any inspections required by the code to provide access to and means for inspection of such work. If the official finds no violation of the code and other laws enforced by the department of building inspection, the official is required to issue a certificate of occupancy.

In order to properly perform a final inspection for a new structure or for a new addition to an existing structure, the building official or designee must address all aspects of construction that cover fire safety, life safety, structural safety, as well as electrical, plumbing, gas, and mechanical items. At the time of final inspection, the structure or new addition must not be occupied by persons, furniture, household goods or clothing, surplus building materials or other objects that might interfere with the ability of the building official or designee to perform his required duties.

If upon inspection, the structure or new addition is occupied by persons or with any of the above described materials, then the building official or designee shall post the property providing a maximum of 48 hours notice for the materials/persons to be removed. Once the structure or new addition has been emptied, the building official or designee shall proceed with the final inspection.

If materials/persons are not removed within 48 hours, then the electrical service to the structure will be terminated and only approved to be reconnected after above items are complied with and a final inspection is performed and a certificate of occupancy is issued.

Effective October 1st, 2013, there shall be a mandatory minimum fine of \$600.00 or 60 days in jail or both imposed if structure is occupied prior to a Final Inspection and issuance of a Certificate of Occupancy.

