

Certificate of Occupancy

Beginning September 1, 2001, the following procedure will control the issuance of Certificates of Occupancy for all Non-Single Family structures.

(This does not apply to Certificates for single family homes.)

Customers may request Certificates of Occupancy (CO) by submitting a Certificate of Occupancy Request Form to the Permitting Division via fax (404-730-0016, Attn: permitting), in person, or by US Mail at the address below.

Listed below are the minimum requirements for the issuance of a permanent Certificate of Occupancy for commercial construction:

- ✓ All rough and final inspections must be approved including the Fire Marshal final inspection. As-Builts must be submitted and approved with Site Inspector's sign-off, Arborist's sign-off, erosion control sign-off, and, if applicable, Health Department and Pre-Treatment sign-offs.
- ✓ All outstanding reinspection fees must be paid.
- ✓ This process will require five business days to process.

Projects that do not meet the minimum requirements for a permanent Certificate of Occupancy may request a 30-day Temporary Certificate of Occupancy (TCO) as follows:

- ✓ Provide a letter explaining why a permanent CO cannot be obtained.
- ✓ All rough/final building inspections must be approved.
- ✓ Fire Marshal Final inspection must be approved for Temporary CO.
- ✓ Approval letters from the Arborist (404-730-7531), Traffic Engineer (404-730-7533), Site Construction Inspector, and, if applicable, the Health Department (404-730-0076, and Pre-Treatment (770-640-3061 x116), Erosion Control (404-730-0624)
- ✓ Cash assurance bond must be posted for all remaining and outstanding work. Contact Leslie Campbell at 404-730-8033 for details. Also, a \$5000 cash bond must be provided in all cases where approved As-Builts cannot be provided.
- ✓ A \$25 fee is required for each request for Temporary Certificate of Occupancy. TCOs are issued for 30 days for commercial properties, only.
- ✓ All reinspection fees must be paid.

To request a Certificate of Occupancy or a Temporary Certificate of Occupancy, please submit a Certificate of Occupancy Request form (available at www.fultonecd.org) by faxing to 404-730-0016. You will be contacted within the next five days regarding the status of your request.



Environment and Community Development Department
 141 Pryor Street, SW Ste.2085 Atlanta, GA 30303 404-730-7800
 FAX: 404-730-0016 E-Mail: www.fultonecd.org

CERTIFICATE OF OCCUPANCY REQUEST FORM

PLEASE COMPLETE:

Request Submitted Via: In-Hand Delivery FAX E-Mail Date: _____

Type of Occupancy Requested : Temporary CO Extension Permanent CO

Building Permit Number: _____ Type: shell interior addition

Project Name: _____ Site Inspector's Name: _____

District: _____ Land Lot: _____ LDP#: _____ Use: _____

Project Address: _____ Building #: _____ Suite #: _____

Owner/Applicant _____ Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ FAX: _____ E-Mail: _____

To be completed by FULTON COUNTY STAFF only.
Please initial, date, and fax to 404-730-0016 within 48 hours.

INSPECTIONS	DATE	APPROVED	DENIED	INITIALS	BONDS REQUIRED OR OUTSTANDING ISSUES/COMMENTS:
ARBORIST (GENE CALLAWAY)					
HEALTH (BEN GILMER)					
TRAFFIC (HANI SOUEIDAN)					
EROSION (ALEX COMER)					
PRE-TREATMENT (LEOLA SCOTT)					
SITE INSPECTOR					
FIRE MARSHAL					NO FINAL ?
BUILDING					NO FRAMING?
ELECTRICAL					NO ROUGH? NO FINAL ?
PLUMBING					NO ROUGH ? NO SLAB ? NO SEWER ? NO FINAL ?
HVAC/MECHANICAL					NO ROUGH? NO SLAB ? NO FINAL ?
C/O HOLDS:		1. _____		2. _____	3. _____
AS-BUILTS & BONDS:		? BOND(S) REQUIRED ? _____ AMT. DUE \$ _____		? AS-BUILTS RECEIVED? _____	? C.O. RELEASED BY? _____
REINSPECTION FEES		AMOUNT DUE: \$ _____		CHECK No. # _____	
TCO FEES:		AMOUNT DUE: \$ _____		EXTN#: _____	EXPIRES ON: _____
FOLLOW-UP NOTICE:	TO OWNER ON: _____			TO CODE ENFORCEMENT ON: _____	