Certificate of Occupancy Procedures/Checklist

New Construction

Major Renovations, Egress, Capacity, Fire Protection, etc…

No Certificate of Occupancy in File

A. Long Form Work:
   - Requires building permit card with final sign-off
   - Final cost breakdown (Typed) broken into construction, electric, mechanic, etc.
   - Upgrade original long form final construction cost/fees
   - Affidavits if applicable (Over 1 million dollar jobs)
   - Reports – Fire Alarm, Sprinkler (NFPA-13), or Smoke Certificate
   - As built drawing and letter for groundwater Re-Charge-System designed by P.E.
   - General Service Installation form (01) For Water & Sewer
   - Commercial (All) Kitchens Exhaust Systems provide cleaning schedule, method of cleaning & the time interval between cleanings
   - Also submit a one-line Diagram of the Duct System showing all clean-outs
   - State Elevator Certificate
   - Log Book

B. Short Form Work:
   - Requires building permit card with final sign-off
   - Final cost breakdown (Typed)
   - Copy of the most recent long form that states the legal use of the property and upgrade original short form permit
   - If there is no Certificate of Occupancy, this is when to apply
   - If there is an existing Certificate of Occupancy, you do not need to re-apply on a short form permit

C. Existing long form/no work:
   - Copy of the most recent long form from the Document Room or copy of the issued permit

D. Temporary Certificate:
   - Requires Long/Short forms
   - Copy of building permit sign-off
   - Letter addressed to Gary Moccia, requesting permission for temporary certificate

E. Additional Documentation:
   - HERS Rating (New & Renovation by RESMET Certification HERS RATER)
☐ Sheet Metal Checklist to be submitted by General Contractor or Mechanical Engineer/Architect
☐ Letter from owner stating he/she has received Preliminary Commission Report for Stretch Code
☐ Final Commission Report for Stretch Code

*Please Note: All “Final Cost Breakdowns” are signed under the pains and penalties of perjury.