



CERTIFICATE OF OCCUPANCY APPLICATION

Planning and Development Department

APPLICATION REQUIREMENTS

All applications for a Certificate of Occupancy (CO) are performed online via [MyGov](#). New applicants who do not have an account in MyGov can use the [MyGov Contractor Guide](#) to get started with creating your [collaborator account](#) to submit for application.

The online application must be filled out by the tenant or the property owner on behalf of the tenant. Please be prepared to have the following information ready when you submit your application:

- **New Tenant Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Property Owner Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Emergency Contact Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Description** of your proposed business and business activities
- **Business Information** (square feet, number of employees, typical hours of operation)

Certificate of Occupancy Applications are **\$250** and must be furnished before issuance of the CO by the Chief Building Official.

PROJECTS REQUIRING A CERTIFICATE OF OCCUPANCY

Certificates of Occupancy are issued for commercial buildings by the Chief Building Official and the Fire Marshal. Projects that will typically require a Certificate of Occupancy are:

- New Commercial Buildings
- New Commercial Shell Buildings
- Commercial Finish-Outs
- Commercial Remodels
- Commercial Additions
- Commercial Accessories
- New Condominiums

ISSUANCE OF THE CERTIFICATE OF OCCUPANCY

Upon issuance of the Certificate of Occupancy, the applicant will receive an email with the CO attached. The CO can also be accessed in MyGov at any point by logging in and downloading it. The CO must be posted in a conspicuous place in the place of business where the Chief Building Official and Fire Marshal can easily find it.

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