



IMPORTANT NOTICE

IT IS A VIOLATION OF CITY ORDINANCE TO OCCUPY ANY COMMERCIAL OR RESIDENTIAL BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY

The CONTRACTOR/ BUILDER/ DEVELOPER/ OWNER/ APPLICANT is advised that water service will be disconnected if occupancy occurs before a Certificate of Occupancy is issued or upon failure to renew an existing Temporary Certificate of Occupancy.

Buildings cannot be lawfully occupied without a Certificate of Occupancy (CO) in accordance with City Ordinance 173.01(F)(1). There is also potential for additional fees and fines levied by the City Prosecutor's Office should a violation occur. The CO will be issued when the required permits are obtained and the required inspections have been completed indicating with reasonable assurance that the building is safe for occupancy.

When a Certificate of Occupancy is issued, the building may be used as specified and the construction water account will be transferred to the occupant. Sewer and sanitation will be included in the account.

A Temporary Certificate of Occupancy may be issued after inspections have been completed indicating with reasonable assurance that the building is safe for occupancy but the entire scope of work covered by the permit is not yet complete.

Building Safety, Engineering, Planning, Tree & Landscape, Meter Operations, Solid Waste, Sidewalks/Trails Divisions, and the Fire Marshal's Office may be required to perform the final inspections necessary to obtain the CO.

Certificates of Occupancy shall be obtained from the Development Services Department, Building Safety Division located at 125 W. Mountain Street.

1/9/2018