

Requirements for Ongoing Multi Family Projects Requesting Certificate of Occupancy

This document is to serve as guidance for contractors requesting to occupy a building that is complete, but other buildings/unit spaces are not yet complete and have construction still taking place in the vicinity.

- All building and fire permit final inspections must be passed prior to authorizing tenants to occupy the building requested.
- A county zoning inspection is required once the building is complete.
- Fire department access roads shall be unobstructed and maintained to a standard that will not impede life safety personnel from having direct access to the building requested for occupancy.
- Any shared amenities for use by occupants shall have an unobstructed path. Construction debris or hazards shall not be present along the path.
- All ADA elements shall be unobstructed and fully accessible for occupants.
- The required number of parking spaces per the site plan shall be provided for the occupants at the building requested. They shall be maintained and free of construction debris or hazards. Construction traffic shall not be directed in this parking area.
- Port-a-john must be removed from the site requested.
- DOT permits must be submitted and approved.
- A required traffic area must be provided. (for commercial business areas)
- All construction trash must have a dumpster to mitigate debris from entering the finished building area.
- Street signs shall be present and permanent address numbers shall be affixed to the completed building.
- Access to fire hydrants and any fire protection system shall be maintained and accessible.
- Active construction sites shall have fire plans and applicable records available.
- The fire sprinkler system shall have acceptance testing approval and be operational.
- If temporary gates are installed, they shall be provided with Knox padlocks.