



City of Mobile · Permitting

Certificate of Occupancy Request (Commercial)

Please provide the following information and fill in the checklist below. Your request will be researched and processed in the order it was received. **Please allow three (3) business days for processing once ALL requested information has been received and approved.**

Date Submitted: _____ BLD Permit #: _____

Property Address: _____ Unit / Building #: _____

Contractor's Company: _____ Phone: _____

Requested by: _____ Email: _____

Requesting:

- Final Certificate of Occupancy
- Temporary Certificate of Occupancy
- Certificate of Completion (shell bldgs only)
- Certificate of Final Inspection

Required	Completed		
	YES	NO	N/A
Final Building Inspection			
Final Electrical Inspection			
Final Mechanical Inspection			
Final Plumbing Inspection			
Final Fire Dept Inspection			
Final Zoning Inspection			
Final Tree Dept Inspection			
Final Right of Way Inspection			

Required	Completed		
	YES	NO	N/A
Letter of Substantial Completion			
Engineering Certificate Submitted			
Elevation Certificate Submitted			
Historical Final Passed			
Glazing Certificate Submitted			
All Special Inspections Reports Submitted			
All Conditions of Plan Review met			
Sewer Lateral Number: _____			