



Certificate of Occupancy Request (Residential)

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 two (2) 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 Certificate of Final Inspection

Elevation Certificate: (**Both below are required per FEMA, only if in flood area.**)

- Under Construction Finished Construction N/A

*Modular Building Serial #: _____

Final Inspection	Contractor	Date Approved
Building		
*Modular Building Section Only	State of AL Manufactured Housing Comm. Final Inspection Report. (Attach to CO Request)	
Electrical		
Mechanical		
Plumbing		
Right of Way		
Engineering		
Zoning Final Approval	The Zoning Final is scheduled when CO Request is received. Allow one additional day for processing.	