



Commercial Certificate of Occupancy FAQ

For a Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) to be issued in the City of Mobile, all inspections must be performed and approved for at least a TCO.

Please request the CO here: [Commercial CO Request](#)

A status report is generated to outline the inspections and documents that will be required for a CO to be issued for your project. The items needed are checked and highlighted in red.

All required documents must be submitted and approved for at minimum a TCO.

Frequently asked questions:

If multiple permits are issued for a trade, each permit is listed individually to the right of the trade and a passed final inspection is needed on each permit (or approval for at minimum a TCO)

The building permit holder is responsible for contacting the Fire Department and requesting the final fire inspection for the building permit. This inspection is separate from any fire approval and inspection performed on fire related systems.

The tree and zoning inspections go hand-in-hand and are scheduled when the request for a CO is submitted. At the time of the zoning inspection, if the landscaping and/or parking are not in place per the approved site plan, be prepared to submit an as-built for landscaping and/or parking. You *may* be approved by zoning for a TCO, but you will not be approved for a CO if landscaping and parking do not exactly match the approved plans.

The engineering as-built certification is required before engineering and right-of-way will even schedule their final inspections. The required documents for the as-built certification are listed on the land disturbance (ENG) permit issued at the beginning of the project. On the permit, look for an item that says, "To schedule a final inspection of the land disturbance permit, upload the following items....." Follow the information outlined to submit the engineer's as-built certification.

A sample letter of substantial completion can be found and if required, a sample final report of special inspections document can be found at www.buildmobile.org. These documents are required to be *BOTH* signed and sealed by the architect/engineer of record. If a final report of special inspections is required, use the sample letter for a cover sheet and place the supporting documentation behind it.

Send all documents to permitting@cityofmobile.org or notify permitting staff at the email when CO related documents are uploaded to a permit through the on-line portal.