

→DO NOT LOSE THIS FORM!←



**CITY OF FOLSOM
CERTIFICATE OF OCCUPANCY APPLICATION**

The applicant is responsible for coordinating all inspections and satisfying the requirements for each department's approval. Any inspection called for without that work being completed shall be assessed a reinspection fee. If an inspection is rejected, that department's inspector will leave a written correction notice. Utility companies may not be given a clearance nor a Certificate of Occupancy issued until all department approvals are received. **NOTE! The Building Inspector cannot sign off on a final inspection until all of the other appropriate departments have signed off.**

This form is to be kept at the job site and when approvals are received from each department's inspector, the applicant is responsible for submitting the completed form to the Chief Building Official at the Community Development's Building Division to apply for a Certificate of Occupancy.

If you have any questions, please call the Building Division at **(916) 461-6201**

THIS STRUCTURE IS NOT TO BE USED, OCCUPIED, OR FURNISHED IN WHOLE OR IN PART PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY

In order to receive a **FULL Certificate of Occupancy**, the entire project must be completed with no conditions.

→ In order to receive a **TEMPORARY Certificate of Occupancy**, an **additional \$120 inspection fee** must be paid, the building must be essentially done and the following minimum items are required to be installed and operational: (Please note, since each building is different, *additional items may be required*. City phone numbers are on the back of this form.)

Exterior Finishes - Signage	Plan Check Fees/Approvals	Fire Alarms/Strobes/Horns (If Req'd.)
Roofing	Trees/Landscaping Requirements	Fire Extinguishers
Parking Lots	Water Service	Fire Sprinklers (If Req'd.)
Address Numbers	Plumbing Fixtures	Fire Rated Doors Installed (If Req'd.)
Electrical Outlets	Heating / Cooling System	Exit Paths, Signs, and Hardware
Electrical Panels Labeled	Handrails / Guardrails	Emergency Lights
Electrical Fixtures Installed or "Blanked Off"	Accessible Parking, Ramps, Signs, Restrooms, Etc.	Smoke / Heat Detectors

→ PLEASE NOTE: You will also need to submit a **letter** to the Chief Building Official requesting a Temporary Certificate of Occupancy. This letter must state *why* a Temporary C.O. is necessary, *what* will be occurring in the building, *what* is not complete, and on *what date* all incomplete items will be completed.

→ APPLICANT FILLS IN THIS PORTION: **TYPE OF REQUEST:** TEMPORARY FINAL -Date of Request for Temporary: ___/___/___
 FULL FINAL -Date of Request for Full: ___/___/___

For City Use:

PROJECT NAME: _____

PROJECT ADDRESS: _____ VALUATION: \$ _____

Permit No: ___ - ___ Date Issued: _____ Const. Type: _____ Use Group: _____ Occ. Load: _____

Contact Person: _____
 Phone: _____

Contact Person is: Owner _____ Builder _____ Designer _____ Other _____ Fax No: _____

Owner: _____ Builder: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

IMPORTANT NOTE TO CITY INSPECTORS: If you sign in the “Temporary” column, please write down the corrections that are necessary to make it a “Full” Certificate of Occupancy. Also indicate a compliance date. If you have no conditions, please sign in the “Full” column, even if a temporary was requested.

PERMIT APPLICANT: Contact the checked offices below.
PLEASE ALLOW AT LEAST TWO BUSINESS DAYS BEFORE YOUR FINAL!

	<u>TEMPORARY C.O.</u>	<u>FULL C.O.</u>
<input checked="" type="checkbox"/> DEPARTMENT	SIGNATURE / DATE	SIGNATURE / DATE
Fire Dept. (916) 533-4116 <i>lono@folsom.ca.us</i>		
Engineering Construction Inspector (916) 461-6212 <i>dwolfe@folsom.ca.us</i>		
Planning/Zoning (916) 461-6209 <i>jkinkade@folsom.ca.us</i>		
Landscaping & Lighting (916) 461-6635 <i>lpoggione@folsom.ca.us</i>		
Arborist & Landscaping (916) 220-3016 <i>anunez@folsom.ca.us</i>		
Utilities Account – Finance (Visit Finance counter)		
Business License – Finance (Visit Finance counter)		
Bldg. Permit Technician (916) 461-6201 <i>buildingpermitcounter@folsom.ca.us</i>		
Sacramento Fire District (916) 942-3300		
Utility Deposit / Encroachment Bond		
Water Quality (916)439-8253		
CD or DVD of scanned plans (approved job set) 200 dpi B&W resolution Tenant Improvement CD		
Health Department		
Fire Alarm/Sprinklers CD (if applicable)		
Demolition CD (if applicable)		
NOTE! ALL SIGNATURES ABOVE ARE REQUIRED PRIOR TO SUBMITTAL TO THE BUILDING INSPECTOR		
Building Inspector (916) 461-6201		
Chief Building Official		

INSPECTOR'S CONDITIONS/COMMENTS (Attach Additional Sheets if Necessary)

Date	Department	Inspector
Comments		
		To be in compliance by:

Date	Department	Inspector
Comments		
		To be in compliance by: