



Commercial Certificate of Occupancy Checklist

- Final approval from Fire, Engineering, Environmental, and Building Departments.
- An executed AIA G704 Letter of Substantial Completion signed by the building Owner, Architect, and Contractor.
- Approved test and balance reports for mechanical equipment.
- Sewer release from utility provider.
- Gas final approval from provider.
- All required third party approvals that were determined at permitting.
- If in a special flood hazard area, an Elevation Certificate marked “Finished Construction”
- Certification from the Civil Engineer of record that the site was built according to plans, based on their inspection and addressed punch list items.