CERTIFICATE OF OCCUPANCY GUIDE

New tenant? Follow this guide for a Certificate of Occupancy!

Are you the landlord or owner and need electricity transferred back to you?
Apply for a Certificate of Completion!

1. PROJECT MANAGER REGISTRATION

For new applicants, create a Project Manager Registration <u>here</u>. Once you recieve the account activation email, use the activation number to create a log in <u>here</u>.

2. APPLICATION SUBMITTAL

Log in to your MyGov account, click Request Project and choose "Certificate of Occupancy." Fill out all required fields and upload a copy of the floor plan. The floor plan needs the following elements shown:

- Wall to wall dimensions for each space
- Spaces labeled for use
- Exit lights
- Door locations

- Fire extinguisher location
- Emergency lights
- Direction of door swing on emergency egress doors

After submittal, a staff member will reach out via email to confirm that the application has been recieved and prompt the applicant to pay the $100 application fee online.

3. PLAN REVIEW

Once plans and the application fee have been received, Development staff will review floor plans within 5 business days and either submit comments back to the applicant or approve submitted plans. At this time, the applicant can request the Electric/meter release inspection through MyGov.

4. INSPECTIONS

Once approved the applicant should begin requesting inspections. Building final inspections can be requested first. After the building final is approved, you will be able to request the fire final inspection. Lastly, you can request the CO final inspection. <u>The suite/building should be completely set up for business by the time the co final inspection is requested</u>. When requesting the co final, please provide an on-site contact to unlock the door.

5. CERTIFICATE OF OCCUPANCY PERMIT

The Certificate of Occupancy permit will be issued once all three inspections are passed

If you have any questions or need assistance, please contact the development team at
Development@LittleElm.org or 214-975-0456