



SANDY SPRINGS
COMMUNITY DEVELOPMENT

Request for Commercial Certificate of Occupancy/ Certificate of Completion

A Certificate of Occupancy (CO) is required to legally occupy all commercial properties. Failure to obtain a CO prior to moving in will result in a citation, stop work order and possible eviction. A Certificate of Completion (CC) is required to occupy all new interior renovations to existing properties that already have a CO. Please submit this form after as-built drawings have been approved and applicable final building and site inspections have been completed by City staff.

| Type of Certificate Requested | |
|--------------------------------|---------------------------------|
| _____ Certificate of Occupancy | _____ Certificate of Completion |

| Project Information | |
|------------------------|--|
| Permit Number | |
| Related Permit Numbers | |
| Project Name | |
| Project Address | |
| Description of Work | |

| Building Information | |
|----------------------------|--|
| Special Conditions | |
| Occupancy Load | |
| Building Code | |
| Use Group | |
| Occupancy Classification | |
| Type of Construction | |
| Automatic Sprinkler? (Y/N) | |

| Property Owner Information | |
|----------------------------|--|
| Property Owner Name | |
| Property Owner Address | |
| City, State, and Zip Code | |

Signature

Date

Printed Name

Please submit completed form and supporting documents at <https://build.sandyspringsga.gov/>.