



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/>.