



# Request for Residential Certificate of Occupancy/ Certificate of Completion

A Certificate of Occupancy (CO) is required to legally occupy all new residences or major renovations. 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 additions and alterations to existing residences where the residence remained occupied during construction.

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 Address	
Sprinkler? (Y/N)	
Special Conditions	
Description of Work	

Property Owner of Record	
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/>.