



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/>.