



CITY OF MOBILE

URBAN DEVELOPMENT DEPARTMENT
205 Government Street - 3rd Floor, South Tower
P.O. Box 1827
Mobile, AL 36633-1827
Phone: 251.208.7421 Fax: 251.208.7023

COMMERCIAL CERTIFICATE OF OCCUPANCY REQUEST

Please provide the following information & fill in the checklist below. Your request will be researched and processed in the order it was received. **Please allow a minimum of three (3) business days for processing once ALL requested information has been received and approved.**

Date Submitted: _____ Bldg Permit #: BLD20 _____

Property Address: _____ Bldg/Unit #: _____

Contractor's Company Name: _____

Requested by: _____

Fax #: (____) _____ Telephone #: (____) _____

Requesting: Final Certificate of Occupancy Temporary Certificate of Occupancy (\$101.00 charge)
 Certificate of Completion (shell bldgs only) Certificate of Final Inspection (\$101.00 charge)

<i>REQUIRED</i>	<i>COMPLETED</i>				<i>REQUIRED</i>			<i>COMPLETED</i>			
	YES	NO	N/A		YES	NO	N/A	YES	NO	N/A	
Final Building Inspection					Letter of Substantial Completion Submitted						
Final Electrical Inspection					Engineering Certification Submitted						
Final Mechanical Inspection					Elevation Certificate Submitted						
Final Plumbing Inspection					Historical Final Passed						
Final Fire Dept Inspection					Glazing Certification Submitted						
Final Zoning Inspection					ALL Special Inspections Reports Submitted						
Final Tree Dept Inspection					All Conditions of Plan Review Met						
Final Right of Way Inspection					Sewer Lateral # _____						

Please fax your completed form to (251) 208-7023.

For assistance in completing the form, contact Peggy Ferro at (251) 208-7587 or Katie Cassil at (251) 208-7601.

Information may also be accessed from our website at www.cityofmobile.org
(click on "Online Permitting" under "Online Services" then "Check Status of Permits").

For any additional questions, please call (251) 208-7421.