

Community Planning Department Policy for Certificate of Occupancy Issuance

A Certificate of Occupancy will only be issued for new occupied buildings and existing buildings undergoing a change of occupancy. Additions and remodeling projects will not be issued a new Certificate of Occupancy. Occupying a new building without a valid Certificate of Occupancy (temporary or final) is a violation of the State Building Code.

A. Temporary CO requirements:

1. Final inspection is done and all items marked as “life safety related” on the final inspection report are completed.
2. All required final documentation, such as final special inspection report, balancing report, etc., is submitted as requested.
3. All required testing, such as sprinkler pressure, final plumbing, fire alarm, etc., is completed and documented.

Temporary CO may be issued for a portion of a building under construction, including dwelling units or condos, or for the entire building. A temporary CO is issued with a specific expiration date, after which it becomes invalid and building occupancy becomes illegal. A temporary CO may include conditions to ensure the safety of the building and its occupants. The temporary CO term shall not exceed 90 days but may be renewed for another 90 days for due cause, as determined by the City Building Official.

B. Final CO requirements:

1. Final inspection is done and all items on the final inspection report are completed.
2. Land Disturbance permit and all other engineering permits are completed and closed by the City.
3. All landscaping and concrete flatwork required by City Ordinance is completed and accepted by City staff.
4. The project is in compliance with all other applicable City Ordinance requirements.

A Final Certificate of Occupancy may be issued for the entire building only, including individual townhouses which are considered separate buildings. The Final CO will be mailed to the building permit applicant or current property owner if that information is provided and available to the Department. The Final Certificate of Occupancy should be kept by the owner in a safe place for permanent records; The City of Marshall Community Planning Department will keep a copy on record as well. Please note that, according to the State Building Code, a certificate of occupancy may be revoked if it is issued in error or based on false information. A Certificate of Occupancy is issued for, and stays with, a building rather than a tenant, business or owner. Only the building use listed in the Certificate of Occupancy is considered a legal occupancy for the building.