



## Certificate of Occupancy Checklist

### IBC Section 111 Certificate of Occupancy

**Use and Occupancy.** “No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy”.

### IBC Section 111.3 Temporary Occupancy

“The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid”.

*Stocking of goods or materials, testing of machines, training employees, or installing furnishings are be considered a form of occupancy.*

### Checklist for Temporary and Permanent Certificate of Occupancy.

- All Mechanical, Electrical, Plumbing final inspections must be completed and approved prior to requesting a Final Building Inspection. Copies of all approvals shall be provided to the building department.
- A letter of substantial completion from the design professionals of record shall be submitted to the building department for review.
- A Letter of Completion and Compliance for Testing and Inspection issued by the Special Inspection and Testing Firm of record.
- Fire detection/alarm systems are to be complete, functional, tested. Submit a copy of the Alarm System Inspection and Testing Report meeting the requirements of NFPA 72.
- Fire sprinklers, standpipes are to be complete, functional, tested. Submit a copy of the Contractor’s Material and Test Certificate for Aboveground Piping meeting the requirements of NFPA 13.
- NFPA 24 Contractor’s Material and Test Certificate for Underground Piping.
- Fire alarms and sprinkler systems must be fully monitored.
- Portable fire extinguishers are to be installed as required.
- Means of egress elements are to be complete and unobstructed.
- Fire rated corridors, doors, and stairwells are to be complete, functional.

- Fire and fire/smoke dampers are to be complete, functional, tested.
- Fire rated barriers, e.g., doors, walls and floor/ceiling assemblies, are to be in place and complete.
- Normal and emergency exit lighting and exit signage are to be complete, functional, tested.
- All Plumbing Code requirements are being met and restrooms are fully functional.
- All utilities and construction work must be completed. This may include, but is not limited to, easements, pedestrian walkways, storm water management, water and sewer services, etc.
- All zoning, site requirements, signage, parking, landscaping, screening as well as other approved development conditions must be met.
- All equipment and storage racking systems must be in place prior to COO (Final) inspection.
- Final Inspection and Approval by the Montgomery County Building Department.

Please contact the Montgomery County Building & Codes Department for any further assistance.