



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>COMPLETED</i>		
	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.