



CITY OF MOBILE
Urban Development Department
Code Administration

REQUEST FOR A RESIDENTIAL CERTIFICATE OF OCCUPANCY

In order to expedite your request in a timely manner, you must complete and provide the following information prior to receiving your Certificate of Occupancy. Your request will not be processed if the required information is not submitted. A Certificate of Occupancy applies to new residences and additions only. (NO FEE APPLIED) BUT, all other construction including repairs, renovations and modifications will require a Certificate of Final Inspection. The fee for the Certificate of Final Inspection is \$51.00

ARCHITECT / ENGINEER: _____		
PROJECT NAME: _____	OWNER: _____	
ADDRESS OF RESIDENCE: _____		
BUILDING PERMIT NO: BLD _____	-	LATERAL NO. _____
ELEVATION CERTIFICATE: <i>(BOTH BELOW ARE REQUIRED PER FEMA, ONLY IF IN FLOOD AREA)</i>		
<input type="checkbox"/> UNDER CONSTRUCTION	<input type="checkbox"/> FINISHED CONSTRUCTION	OR N/A: <input type="checkbox"/>
DATE SUBMITTED: _____	DATE SUBMITTED: _____	
*MODULAR BUILDING SERIAL NO. _____		

FINAL INSPECTION	CONTRACTOR	DATE APPROVED
BUILDING		
*MODULAR BLDG SECTION ONLY	STATE OF AL MANUFACTURED HOUSING COMM. FINAL INSPECTION REPORT.(ATTACH TO CO REQ.)	
ELECTRICAL		
MECHANICAL		
PLUMBING		
RIGHT OF WAY		
ENGINEERING		
ZONING FINAL APPROVAL	THE ZONING FINAL IS SCHEDULED WHEN C.O. REQUEST IS RECEIVED. ALLOW ONE ADDITIONAL DAY FOR PROCESSING	

 CONTACT PERSON

 PHONE NUMBER

 FAX NUMBER

Please note: The Home Builder/Owner is responsible for ensuring that **all final** inspections have been requested by subcontractors and approved **prior to submission of this form**. Visit our website @www.cityofmobile.org to check the status of inspection and approval. On the homepage, scroll down and click on status of permits and license requests and then enter the street address or building permit case number. Please allow TWO full business days for processing the C.O. Requests are to be faxed to 251/208.7023. If you have any questions, call 251/208.7626 for further information.