



**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: *(BOTH BELOW ARE REQUIRED PER FEMA, ONLY IF IN FLOOD AREA)*

UNDER CONSTRUCTION  FINISHED CONSTRUCTION OR N/A:

DATE SUBMITTED: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

\*MODULAR BUILDING SERIAL NO. \_\_\_\_\_

FINAL INSPECTION	CONTRACTOR	DATE APPROVED
BUILDING		
*MODULAR BLDG SECTION ONLY	STATE OF AL MANUFACTURED HOUSING COMM. F 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](http://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.