

CERTIFICATE OF OCCUPANCY RESIDENTIAL REQUIREMENTS

A Residential Certificate of Occupancy is needed for:

- New construction of a single-family detached residential and attached residential, multi-family residential requires a Commercial Certificate of Occupancy

Process for Obtaining a Residential Certification of Occupancy:

- Complete a Residential Certificate of Occupancy application and submit to the Permit Office between the hours of 8:30 am – 3:30 pm. Please refer to our fee schedule for all fees.
- The application must be notarized.
- All permits must have a final inspection before issuance of a Residential Certificate of Occupancy.

If you have questions, please contact us at the above phone number between the hours of 8:00 am 5:00 pm.



Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7212 (Phone)

404.765.2784 (Fax)

www.eastpointcity.org

Application for Certificate of Occupancy

RESIDENTIAL

(One and Two-Family Dwelling)

FEES ARE NON-REFUNDABLE

(Original Forms Required)

This section to be completed by the Permit Office

APPLICATION # _____

DATE RECEIVED _____

WARD # _____

CASE # _____

This application is submitted to obtain inspection and approval for a Certificate of Occupancy issued by the Permit Office. This application is void from further consideration after sixty (60) days from application date if final approval and issuance of Certificate of Occupancy has not been accomplished.

This section to be completed by the Applicant (please print neatly)

Owner/Agent _____ Phone # _____
(Please circle one)

Address _____ City _____ State _____ Zip Code _____

Address of Property _____

Subdivision Name _____

(Please Select One) Single-family Town Home Attached Town Home

Building Height (# of Stories) _____ Total Sq. ft. _____ Number of Units _____

Applicant (Please print) _____

Signature of Applicant _____ Date _____

This notarized Certificate of Occupancy Application certifies that to the best of my knowledge, the information provided herein is true and accurate. I understand that failure to provide accurate information will result in the revocation of the certificate of occupancy related to this project.

Applicant Signature _____

Notary Signature _____

Commission Expires _____

SECTION TO BE COMPLETED BY THE CITY OF EAST POINT

Approved Plan Review Date _____

Application No. _____

Zoning Classification _____

Occupant Load _____

Zoning/Plan Review Conditions _____

Permits _____ Manager _____ Date _____

Planning _____ Division _____ Date _____

Building Official/ Inspector _____ Date _____

Release of DH Holds OGO Director _____ Date _____