

**CERTIFICATE OF COMPLETION**  
**Commercial / Residential**  
**Renovation Requirements**

**A Certificate of Completion:**

A Certificate of Completion may be issued upon request. Please refer to our fee schedule for all fees.

- Commercial and residential renovation, build-outs and additions.

**Process for Obtaining a Certificate of Completion:**

- Complete a Certificate of Completion application and submit to the Permit Office between the hours of 8:30 am – 3:30 pm.
- The application must be notarized.
- Please complete an Inspection Request form to obtain a final inspection.
- All finals must be approved before issuing a Certificate of Completion.

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



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 COMPLETION

Commercial Residential

(Please check one)

FEES ARE NON-REFUNDABLE

(ORIGINAL FORMS REQUIRED)

This section to be completed by the Permit Office

APPLICATION # \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

WARD # \_\_\_\_\_

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

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

(Please circle one below)

Contractor or Agent: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number # \_\_\_\_\_

Address of Project \_\_\_\_\_

Name of Subdivision \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Demo Addition Remodel Build-Out Shell

Building Height (# of Stories) \_\_\_\_\_ Square Footage of Projection \_\_\_\_\_

Applicant (Please print) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

This notarized Certificate of Completion 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

The above address is in compliance with the building code.

Remarks and Restrictions \_\_\_\_\_

Permit # \_\_\_\_\_ Date of Final Inspection \_\_\_\_\_

Permits Manager \_\_\_\_\_ Date \_\_\_\_\_

Building Official/ Inspector \_\_\_\_\_ Date \_\_\_\_\_

Fire Inspector (commercial only) \_\_\_\_\_ Date \_\_\_\_\_