



FOR OFFICE USE ONLY			
Submittal Date: _____	Permit #: _____	Ward: _____	Initials: _____

PLANNING & COMMUNITY DEVELOPMENT

eastpointcity.org

2757 East Point Street, East Point, GA 30344 * Phone: (404) 270-7212 * Fax: (404) 270-2784

CERTIFICATE OF OCCUPANCY (CO): COMMERCIAL

A Business License must be obtained within thirty (30) days of issuance of Certificate of Occupancy.

SUBMITTAL REQUIREMENTS:
(ORIGINAL FORMS REQUIRED – Original Signatures Only with Wet Seal)

1. This packet includes the Application, Right to Occupy, and Operator Sign Affidavit forms. All forms must be completed, signed and notarized; the originals must be submitted (no copies or faxes will be accepted.) Fees due at time of submittal; **Fees are non-refundable.**
2. After all construction permit finals have been approved, this application is submitted to obtain a Certificate of Occupancy inspection and approval by the Building Official and Fire Inspector.
3. Copy of Fulton County Health Department Service Report required for food serving locations. **(Copy must be attached.)**
4. City of East Point Commercial Pre-treatment (FOG) Certificate required for food serving locations, for vehicle washing, towing, storage and/or vehicle repair locations. **(Copy must be attached.)**

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REASON FOR CO (CHECK ALL THAT APPLY)

CO Request	Structure	Construction	Ownership	Occupancy
<input type="checkbox"/> New <input type="checkbox"/> Copy/Reprint of Existing <input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> New <input type="checkbox"/> Existing: <input type="checkbox"/> New Use <input type="checkbox"/> Same Use # of Buildings _____ # of Units _____	<input type="checkbox"/> Shell Only <input type="checkbox"/> Shell & Build-Out <input type="checkbox"/> Tenant Build-Out Only <input type="checkbox"/> Expansion / Reduction <input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> New Owner <input type="checkbox"/> Same Owner <input type="checkbox"/> Acting as Landlord: <input type="checkbox"/> Business Complex <input type="checkbox"/> Apartment Complex <input type="checkbox"/> Single Structure / Unit <input type="checkbox"/> New Management	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant(s) Occupied: <input type="checkbox"/> New <input type="checkbox"/> Same <input type="checkbox"/> Not Occupied

BUSINESS INFORMATION

Address: _____	Business Name: _____
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List all proposed uses (Office, Restaurant, Retail, Barber Shop, etc.): _____

Hrs. of Operation: _____	# of Employees: _____	# of Parking: _____	# of Floors: _____	Occupied Area (Square Footage): _____
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Applicant Information (All information and ID REQUIRED) Building Owner Information (All information REQUIRED)

Name: _____	Company Name: _____
Address: _____	Owner's Name: _____
City: _____ State: _____ Zip: _____	Address: _____
Phone: _____	City: _____ State: _____ Zip: _____
Alternative Phone: _____	Phone: _____
Email: _____	Email: _____

Operator Sign Affidavit

_____^(Initials) I swear that I/we am/are the operator(s) of the business, which is the subject matter of this application. I have received and reviewed a copy of the current East Point Sign Ordinance and I understand that under penalty of law that I am required to adhere to all regulations set forth. I further understand that in the event of commencing to erect or erecting a sign without a permit will be prosecuted under the full extent of the law. Affiant further understands that failure to adhere to regulations will result in the revocation of the certificate of occupancy related to this project.

SIGNATURES

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 or not obtaining a Business License within thirty (30) days of the issuance of this Certificate will result in the revocation of this Certificate of Occupancy. (Original Signatures Only with Wet Seal – No Copies or Faxes will be accepted.)**

Applicant Signature	Date	Notary Signature	Commission Expires	(Seal)
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CERTIFICATE OF OCCUPANCY (CO): COMMERCIAL

TO BE COMPLETED BY OWNER OF THE PROPERTY

RIGHT TO OCCUPY

(ORIGINAL FORM REQUIRED – Original Signatures Only with Wet Seal – No Copies or Faxes will be accepted)

Address of Business:

[Redacted address field]

Choose Occupancy:

1. Owner Occupied

I, _____ (owner's name), Owner of the property located at the address above WILL occupy and WILL operate the business listed in this application.

Owner's Signature _____ Date _____ Notary Signature _____ (Seal)

2. Owner acting as Landlord

I, _____ (Owner's name), Owner of the property located at the address above will NOT occupy or am NOT occupying the property. I have the intention to lease said property to a tenant / tenants or I am currently leasing said property to a tenant / tenants.

Owner's Signature _____ Date _____ Notary Signature _____ (Seal)

3. Owner Leasing to Tenant and granting Right to Occupy


I, _____ (Owner's name), Owner of the property located at the address above is in agreement to lease said property to, _____ (Tenant's name), as of _____ (Date). My signature and the Tenant's signature below makes this agreement binding in regards to the Certificate of Occupancy.

Owner's Signature _____ Date _____ Tenant's Signature _____ Date _____

Notary Signature _____ (Seal)

CERTIFICATE OF OCCUPANCY (CO): COMMERCIAL

ITEMS TO CONSIDER BEFORE A CERTIFICATE OF OCCUPANCY INSPECTION

<p style="text-align: center;">Building Official City Hall 2757 East Point Street, East Point, Ga 30344 404.669.4358 Telephone</p>	<p style="text-align: center;">From Fire Department Fire Station 2727 East Point Street, East Point, Ga 30344 404.559.6401 Telephone 404.765.1172 Facsimile</p> 
<ul style="list-style-type: none"> • Outstanding construction permits must be finalized before a Certificate of Occupancy inspection. • No Certificate of Occupancy is issued for non-occupied properties. • No trash, debris, or outdoor storage on site. • Four-inch numerals installed for street addresses and visible from the street. • No abandoned vehicles. • Required emergency lighting and signage properly operating. • Exit doors and required hardware (manual operation, type, etc.) properly operating. • No open electrical boxes, missing plates, unsafe wires. Label electrical panels. • Required parking spaces with striping and handicapped spaces as required. • Safe structural members. • Safe heating and plumbing. • No storage in hallways, stairwells, electrical rooms, and mechanical rooms. • All flammable materials safely stored. • No unapproved fencing, i.e., barbed wire, unapproved height, type, etc. • No roof leaks • Proper installation of required ground fault protection at wet locations (sinks, etc.) • No parking on grass, dirt, or gravel, pavement only. • All ceiling tiles in place and in good repair. • Approved fire suppression systems located at stoves as required. • Fire rated tenant separation as required. • Gas appliance venting and PRV drains per code. • Handrails and guardrails per code. • Smoke detectors per code. • Existing interior and exterior food serving commercial sites: an inspection is required for grease traps, oil separators and sand traps by the Commercial Pre-treatment inspector. 	<ul style="list-style-type: none"> • Address shall be visible from the street • Exit signs shall be posted and operating properly • Exit doors shall be unobstructed • Exit doors shall swing with egress • Exit door shall not be chained or locked • Exit doors shall open and close freely • Emergency light shall work properly • Proper travel distance to and from an exit • Fire extinguishers shall be tagged and tested • Fire extinguishers shall be provided with 3' clearance • Fire extinguishers shall be spaced 50' to 75' apart • Fire extinguishers shall be properly mounted • Sprinkler systems shall be inspected and tagged annually (provide all paperwork) • Sprinkler riser shall be provided with a 3' clearance • Fire Alarm systems shall be inspected annually (provide all paperwork) Commercial kitchens shall have a K-class fire extinguisher • Hood systems shall be serviced by a certified company • Hood systems grease traps and filters shall be clean • Hood systems suppression system shall be serviced • Emergency pull stations shall be tagged and operational • Extension cords shall not be used as a permanent power source • Electrical panel shall be provided with a 3' clearance • Electrical panel shall have no opening • Shall not have any exposed wires • Shall not have any open junction • Proper storage of flammable liquids