

Certificate of Occupancy Application

Development Services Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



This form is used to request a Certificate of Occupancy. **All final inspections must be scheduled before submitting this application.** Applications will not be accepted if final inspections are not scheduled.

Partial and/or Temporary Certificates of Occupancy are only valid for Non-Residential (Commercial) projects. Please submit your completed form to field.services@raleighnc.gov.

| Check All That Apply | | | |
|--------------------------|----------------------------------|--------------------------|--|
| <input type="checkbox"/> | Non-Residential (Commercial) | <input type="checkbox"/> | Residential (One- and- two-family dwelling) |
| <input type="checkbox"/> | Partial Certificate of Occupancy | <input type="checkbox"/> | Temporary Certificate of Occupancy (30 days) |

| GENERAL INFORMATION | | | |
|---|--|---------------------------|-------------|
| Date: | | Permit number: | |
| Job address: | | | Unit/Suite: |
| Parcel number: | | Occupancy classification: | |
| Provide a detailed description of your request (clearly define area of request if Partial or Temporary): | | | |
| | | | |
| Total square for this Certificate of Occupancy request: | | | |
| Number of units for this Certificate of Occupancy request: | | | |
| Applicant/contractor name: | | | |
| Applicant/contractor mailing address: | | | |
| Applicant email: | | Applicant phone #: | |
| Owner/business name: | | | |
| Owner/business mailing address: | | | |
| Owner email: | | Owner phone #: | |