



Certificate of Occupancy Application

Development Services Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495
 Litchford Road Satellite Office • 8320 Litchford Road, Suite 130 | Raleigh, NC 27615 | 919-996-4200

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.

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"/>	Certificate of Occupancy	<input type="checkbox"/>	Partial Certificate of Occupancy
<input type="checkbox"/>		<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 #: