



420 10th Street
Post Office Box 1340
Columbus, Georgia 31902-1340

Telephone (706) 653-4126
Fax (706) 653-4123

Ryan Pruett
Director

Certificate of Occupancy Checklist

Commercial Location

The following items are required to obtain a Certificate of Occupancy for a commercial location:

1. Certificate of Occupancy Application
2. Proof of Ownership or an Active Lease for the commercial location
3. Copy of Applicant's Driver's License
4. If the business is a corporation, proof that applicant has authority to apply for the Certificate of Occupancy
5. \$40.00 fee

Additional requirements may be necessary based on the type of business. For example, restaurants must have health department approval prior to applying for a Certificate of Occupancy. Please call Inspections and Code at 706-653-4126 to confirm what documentation is required for your business.

All documents should be submitted to Inspections and Code at 420 10th Street Columbus, GA 31901. Certificate of Occupancies are reviewed and, if approved, issued immediately after submission of the application.

APPLICATION FOR A CERTIFICATE OF OCCUPANCY

INSPECTIONS AND CODE COLUMBUS, GEORGIA

FEE \$ _____

Date issued _____

Certificate of Occ. No. _____

Reference Case No. _____

MAP _____ BLK _____ LOT _____

Application is hereby made for a Certificate of Occupancy for the use of the building, structure or premises as identified and described herein. It is agreed that all the laws, ordinances and regulations enforced by Inspections and Code Enforcement of Columbus, Georgia, shall be complied with in pursuit of granting of this Certificate whether or not specified herein.

APPLICANT	NAME _____	LOCATION OF BUSINESS LOCATION _____
	ADDRESS _____	
	CITY _____ STATE _____	
	PHONE _____	
REQUESTED OCCUPANCY USE--- FIRM NAME	To be used for _____ _____ Firm or Business Name _____	PREVIOUS USE OF BUILDING Last Occupancy In Building _____ Business Name _____ License Holder _____ License No. _____ Date Issued _____ Verified By _____ License Dept. _____
ZONING USE	Conforming Non-conforming	APPROVED BY Name _____
APPLICANT'S SIGNATURE	DATE _____	APPLICANT'S SIGNATURE _____
ZONING NON-COMPLIANCE	Application Denied Because _____ _____ Date _____ Building Official _____	
HOME OCCUPATION	I have read and understand the regulations from the Zoning Ordinance that applies to operating a business from my home and hereby certify that I will comply with those restrictions. DATE _____ APPLICANT'S SIGNATURE _____	