

FINAL OR TEMPORARY CERTIFICATE OF COMPLETION/OCCUPANCY:

FOR MULTIPLE TRADE PERMITS: For a Final or Temporary Certificate of Completion or Occupancy to be issued, an application for such certificate needs to be submitted using the proper link found under "Permitting Forms" in CitizenServe. The applicant or authorized agent may apply for certificates.

FOR SINGLE TRADE PERMITS: We will issue a Final Certificate of Completion without having the application request a certificate after passing the final trade inspection (temporary certificates will not be issued for single trade permits).

The certificate is found under the documents tab in your permit file. If the certificate is not under the documents tab after your permit status has been changed to "Final", contact the inspector directly to have them issue the certificate.