

## GUIDELINES FOR FINAL OCCUPANCY

The following list contains general information that will be helpful to you in obtaining a complete and timely **Certificate of Occupancy**. Make sure that:

- All permits have been obtained by all sub trades, including but not limited to, the electrical, plumbing, HVAC, sprinkler, etc. and all have been finalized and approved.
- All “Red Notes” on the approved plans have been addressed and resubmitted for final approval by the City Plans Examiner and Building & Community Development Director.
- AN OCCUPANCY PERMIT APPLICATION has been signed by the appropriate person and submitted to the Building & Community Development Department with the **\$50.00 application fee**.
- All outstanding FEES for plans examination have been paid.
- Carpet data from a testing laboratory, balance reports, and/or all other test reports required to be submitted to the Building & Community Development Department have been submitted.
- If a SPRINKLER SYSTEM &/or FIRE ALARM SYSTEM are involved, FIRE INSPECTOR, 216-292-1965, has inspected and approved the installation and signed the occupancy form in the Building & Community Development Department.
- Sign off by City Engineer, Joe Ciuni.
- Civils, sewer, sanitary camera tapes, as-builts (approved by City Engineer, GPD).
- All special inspection reports submitted and approved.
- Special reports inspections (soil, steel, welds sign off etc.)
- Back flow reports.
- State certification for all elevators.
- Third party medical gas approval.
- Planning & Zoning landscape drawings.
- Submit commissioning reports.
- State certifications for boiler.
- Sign permits – Directional.
- Approval of Health Department.
- Approval of Beachwood Fire Department.
- Approval of Beachwood Police Department (signals traffic).
- Approval of State Fire Marshall.
- All construction trailers removed and site restored.
- Exterior ADA compliance.

**NOTE: NO FURNITURE, STOCK, SUPPLIES OR EMPLOYEES are permitted in a construction area until an Occupancy permit has been issued.**

**NOTE: If all of the above is not 100% completed, the applicant may apply for a partial occupancy.**