

HOW TO APPLY FOR A CERTIFICATE OF OCCUPANCY FOR A COMMERCIAL TENANT FINISH OUT OR REMODEL

Please review the requirements of the project under the requirements tab of the project at www.mgoconnect.org. Directions are included in this packet.

To receive a Certificate of Occupancy, all inspections must be completed/passed, all associated permits to the project such as fire sprinkler, fire alarm, signs, irrigation, etc. are in closed status, and all required documents are submitted to the appropriate department. Once the appropriate department receives their required documents, then department staff will check off the requirement on the building permit requirements list if applicable.

To apply for a Certificate of Occupancy, the occupant or contractor must complete the Certificate of Occupancy form and the form must be submitted online under the main permit at www.mgoconnect.org. Directions are in this packet.

Once the Certificate of Occupancy is issued, the business owner will create a utility billing account at css.georgetown.org (direction are in this packet) and will be required to upload a copy issued certificate of occupancy to the utility billing account for utilities to transfer from the contractor to the business owner/occupant.

Items included in this packet:

- Certificate of Occupancy Form
- Directions for view all outstanding inspections at www.mgoconnect.org
- Directions for applying under the main permit at www.mgoconnect.org
- Direction for creating a utility billing account at css.georgetown.org

City of Georgetown Inspection Services Department

Certificate of Occupancy Application



All Forms must be completed. Once complete, apply for a Certificate of Occupancy under the main Building Permit Number at www.mygovernmentonline.org. Building Final, Fire Final, Final Site Development Inspections, and Certificate of Occupancy Inspections can be requested once forms are submitted, received, and processed Online under main permit number.

Type of Certificate of Occupancy?	Final Certificate of Occupancy	Temporary Certificate of Occupancy
Permit #	*Site Development Plan # (if applicable)	
Name of Business (DBA):		
Business Street Address:	Suite#	Business Zip Code:
Name of Business/Tenant Owner:		
Mailing Address of Business Owner:		
City:	State:	Zip:
Business Owner Phone#	Business Owner Email:	
Property Owner Name/ Landlord if applicable:		
Property Owner Phone#	Property Owner Email:	

Please describe the type of business/activities the building or lease space will be used for (BE SPECIFIC):

*Site Development Walk Through Inspections for Development Engineer, Planning Department, & Landscape Planner

Business owner Initial Here:		I understand it is my responsibility to request the site development walk through five (5) business days prior to desired date of site inspection walk though for the Planning Department, Engineering Department, and the Urban Forester. Site must be compliant with approved Site Development Plan. Any deviations from Approved Site Development Plan must be approved prior to deviation. *If applicable
General Contractor Initial Here		

Issuing a Certificate of Occupancy

Business owner Initial Here:		I understand if Temporary/Conditional Certificate of Occupancy is requested a letter must be received stating all outstanding conditions and the date conditions will be resolved signed by the Business Owner and the Contractor. Please allow up to two business days for review for a Temporary/Conditional of Occupancy request. I understand if a Temporary/Conditional Occupancy is approved, it is valid for thirty (30) days only and is my responsibly to contact apply for a Certificate of Occupancy before the thirty (30) day expiration date. Additional fees will be accessed. I understand utilities will not be transferred into business owner name until all inspections are complete, all record drawings, maintenance bonds, and letters of concurrence are submitted and accepted by the city and a Certificate of Occupancy is issued. (See checklist in permit files for more details)
General Contractor Initial Here		

Transfer of Utility Billing Accounts

Business owner Initial Here:		I understand utilities will not be transferred into the business owner's name until: <ul style="list-style-type: none"> • Building inspections, Fire inspections, & Site Development Inspections are complete and finalized. • All related permits such as Irrigation/Fire Alarm/Sign Permits/etc. are complete. • If applicable: Record Drawings, Maint Bonds, & Letters of Concurrence are submitted and accepted by the City. • Certificate of Occupancy is issued. (Utilities will not be transferred in the event a Temporary/Conditional Certificate of Occupancy is issued)
General Contractor Initial Here		

Signature of Contractor

Printed Name

Date

Signature of Business Owner

Printed Name

Date

View the Tasks List for a Project

Once you have opened a project, click the 'View Project Tasks & Statuses' option under the 'I Want To' section.

Cajun Joe's # 2023-03-4
Building Commercial New - BC
Permit Issued

Address
3301 ROXBURY PL SW VERO BEACH FL 32968

Jurisdiction
Indian River County, FL

Project Name

Date Created
03/16/2023

Date Updated
04/12/2023

I Want To...

- Pay Fees & Print Receipts
- Print Permits
- View Project Tasks & Statuses
- Communication with Jurisdiction

Map showing the project location at 3301 ROXBURY PL SW, Vero Beach, FL.

In the next screen, click the 'Requirements' tab.

Overview **Contacts** **Tasks** **Fees** **Docs** **Comments**

Project Status **Permit Issued** # 2023-03-4

Inspections **Requirements**

Inspections **New Request**

Pending Inspections

Aluminum InFill (C) New	Work Order Request Date 03/31/2023 12:00 AM	Assigned Inspector Richie W. Schofield	Call
Columns (C) New	Work Order Request Date 04/19/2023 12:00 AM	Assigned Inspector Shawn Doutrich	Call

The 'Requirements' tab is designed to present the project workflow which is made up of tasks that are necessary for completion to advance the project further. The workflow is separated into 'Stages' which indicates the tasks that must be completed before moving on to the tasks in the next stage. Two view options are available:

- **Expand Current Stage** – This view focuses the workflow on the current stage of the project.
- **Expand All Requirements** – This view expands the entire workflow, providing insight into tasks that are currently awaiting completion, as well as what to expect and prepare for in future stages.

Overview Contacts Tasks Fees Docs Comments

Project Status **Permit Issued** # 2023-03-4

Inspections **Requirements**

Stages

☒ Expand Current Stage ☐ Expand All Requirements

Inspection Results

ALL

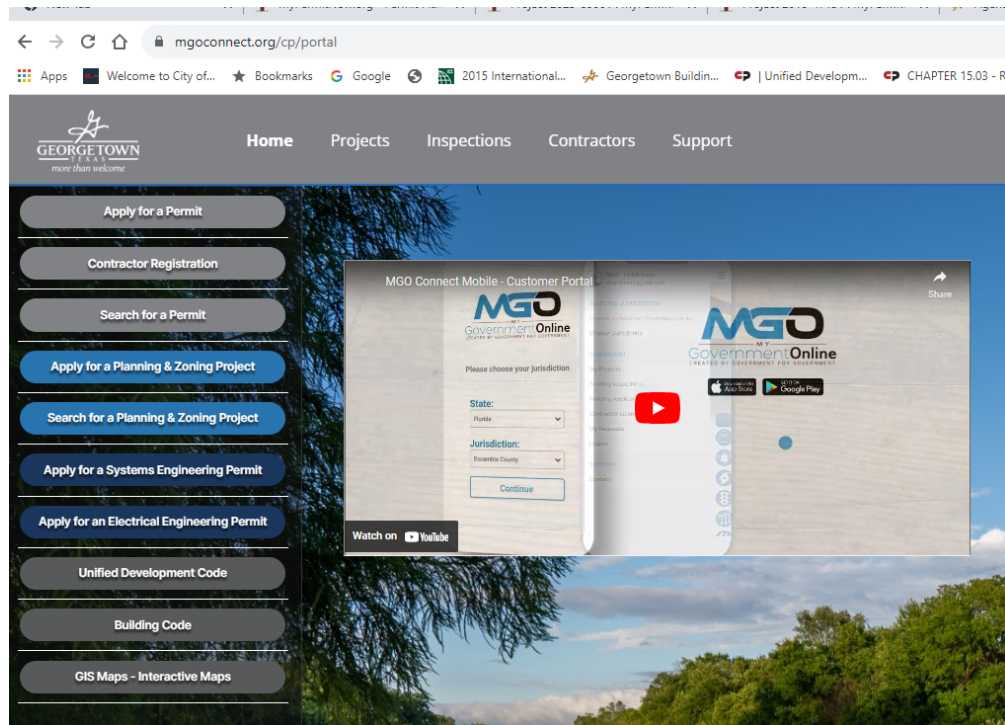
Stage 2 (Current Stage)

Building Division Review	Completed
County Planning Review	Completed
Electrical Plan Review	To Do
Environmental Health Review	To Do
Fire Department Review	To Do

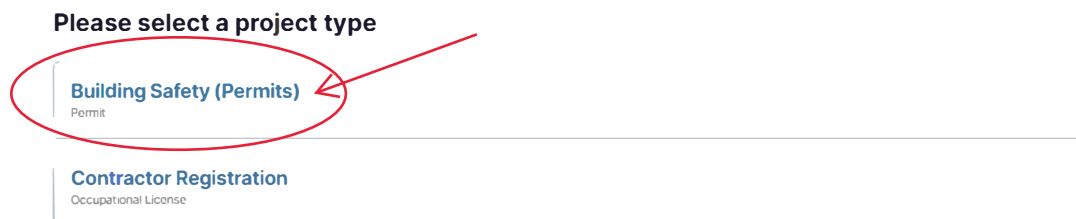
It is recommended that you take advantage of the Tasks feature as it will provide a wealth of information and keep you up to date on the status of plan review, required inspections, and many other project milestones.

Apply Online for a Permit under a Main Permit Number

The left side navigation menu will contain several options. To apply online for a permit, select the 'Apply Online for a Permit' link and then proceed through the steps.



Select the section for the appropriate permit type desired.



Select get started on a new application. The '**Submission to an Existing Project**' is applicable to sub-contractor permits and other special scenarios. Your jurisdiction will inform you if/when this option is applicable. Continue to select an application type and complete the application.

Do you want to use an existing project?

