



## MACON-BIBB COUNTY BUSINESS DEVELOPMENT SERVICES

200 Cherry Street, Suite 202  
Macon, GA 31201  
(478) 803-0470

# COMMERCIAL CERTIFICATE OF OCCUPANCY REQUEST

Once all inspections have been completed, the General Contractor or the project authorized agent must complete this form and submit it to staff. Issuance of the Certificate of Occupancy MAY take up to five (05) business days depending on the volume of requests in queue at time of submittal; however, our goal is to issue the requested Certificate of Occupancy on the next business day after receipt of this form.

A Certificate of Occupancy is only issued for new buildings, new tenant spaces within a new shell buildings, buildings or tenant spaces that undergo a Change of Occupancy, or buildings or tenant spaces that undergoes a permitted alteration that modifies the previously issued Certificate of Occupancy.

PLEASE PRINT CLEARLY AND COMPLETE ALL OF THE BELOW SECTIONS:

Applicant Name: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Suite / Bldg #: \_\_\_\_\_

IBC Construction Type: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Total Design Occupant Load: \_\_\_\_\_

SEE BACK OF THIS FORM FOR AN EXPLANATION OF THE LSC AND IBC USES AND OCCUPANCY TYPES

Life Safety Code Use: \_\_\_\_\_ IBC Occupancy Group Type: \_\_\_\_\_

Automatic Sprinkler System ('X' in box): YES \_\_\_\_\_ NO \_\_\_\_\_

BUILDING DEPT SECTION (To be completed by staff):

Date Received in Division: \_\_\_\_\_

INSPECTION TYPE	DATE	INSPECTOR SIGNATURE	STATUS (Pass / Fail / N/A)
Bldg Dept			
Fire Dept			

Additional Fees Owed (YES/NO): \_\_\_\_\_ Amount Due @ CO Issuance: \$ \_\_\_\_\_

Approved for CO (YES/NO): \_\_\_\_\_ Permit Technician (Print): \_\_\_\_\_

**LIFE SAFETY CODE (LSC) USE Vs. INTERNATIONAL BUILDING CODE (IBC) OCCUPANCY TYPE**

The Life Safety Code is the primary code used to determine Use or Occupancy for a building or structure, with the International Building Code used as supplemental document to further refine the Occupancy Type.

Check your approved plans to confirm the designation approved for your project.

<b>LSC USE TYPES</b>	<b>IBC OCCUPANCY TYPES:</b>
Ambulatory Health Care	Group B
Assembly	Group A-1 Group A-2 Group A-3 Group A-4 Group A-5
Business	Group B (Includes small Assembly spaces with 49 or less occupants)
Day-Care	Group R-3 Group R-4 Group I-4 (Depends on number of occupants and ages)
Detention and Correctional	Group I-3
Educational	Group E
Health Care	Group I-1 Group I-2
Industrial	Group F-1
General Industrial	Group F-2
High Hazard Industrial	Group H-1 Group H-2 Group H-3 Group H-4
Special Purpose Industrial (Low occupant load)	Group F-2
Mercantile	Group M
Residential Board and Care	Group I-1 Group I-2 Group R-3 Group R-4 (Depends on number of occupants and level of occupants' self-preservation)
Residential	Group R-1 Group R-2 Group R-3 Group R-4
Storage	Group S-1 Group S-2