



## MACON-BIBB COUNTY BUSINESS DEVELOPMENT SERVICES

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

# RESIDENTIAL CERTIFICATE OF OCCUPANCY REQUEST FORM

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.

PLEASE PRINT CLEARLY AND COMPLETE ALL OF THE BELOW SECTIONS:

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

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

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

Project Address: \_\_\_\_\_

IRC Construction Type  
(Light-Frame / Heavy Timber / Metal): \_\_\_\_\_ Square Footage: \_\_\_\_\_

IRC Use Type (Single Family Dwelling /  
Two Family Dwelling / Townhome): \_\_\_\_\_

Automatic Sprinkler System:  YES  NO

### BUILDING DEPT SECTION (To be completed by staff):

INSPECTION TYPE	DATE	INSPECTOR	STATUS (Pass / Fail / N/A)
Building			
Mechanical			
Electrical			
Plumbing			

Additional Fees Owed:  YES  NO

Total Amount Due @ CO Issuance: \$ \_\_\_\_\_

Bldg Approved for CO:  YES  NO

Name of Permit Technician (Print): \_\_\_\_\_

CO #: \_\_\_\_\_

Date: \_\_\_\_\_