



## **CITY OF MARYVILLE CODES ENFORCEMENT DEPARTMENT**

### **REQUIREMENTS / GUIDELINES FOR OBTAINING A CERTIFICATE OF OCCUPANCY FOR COMMERCIAL BUILDING PROJECTS**

The owner / contractor shall be responsible for scheduling all inspections for the project. Upon final approval, a representative of each department listed on the provided **Project Sign-off Card** will sign said card indicating the department's final approval. **A Certificate of Occupancy will be issued by the Building Official only after all final approval signatures are obtained.**

A building shall not be occupied or a change be made in occupancy or the nature of the use of a building or part of a building until after the **Building Official has issued a Certificate of Occupancy**. Said certificate shall not be issued until the following has been approved by the appropriate departments and their signatures appear on the Project Sign-off Card:

- **Fire Protection System**
- **Site Work beyond the Confines of the Building**
- **Utility Systems**
- **General Building Construction Requirements**