

Request for a Certificate of Occupancy

To the City of Arvada Building Division:

Today, <<Date>> I am requesting that you issue to me a Certificate of Occupancy for <<project name>>, located at <<address>>.

I agree to comply with all terms of the building permit <<permit number>> and will obtain all required approvals and pay all required fees prior to the requested date for the Certificate of Occupancy.

I request that you issue to me a Certificate of Occupancy on or before the following date: <<date>>. (Please allow for five business days for your request.)

As of this date, to the best of my knowledge, the following items must be completed for final approval and C.O. (list all landscaping, curb, sidewalk, private and public improvements on or off the site paving, sign, all terms of the final development plan and permit, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

You may contact me at <<phone number>> or at <<e-mail>> if you have any questions.

Sincerely,

Signature of Owner or Contractor

Date

Print Name