



DEVELOPMENT SERVICES DEPARTMENT

6015 Glenwood Street ▪ Garden City, Idaho 83714
 ▪ building@gardencityidaho.org ▪ www.gardencityidaho.org
 ▪ Phone 208/472-2921 ▪ Fax 208/472-2996

Certificate of Occupancy Request Form

When requesting a certificate of occupancy, please submit this completed form. The information on this form will be confirmed and if your project is verified as complete, a Certificate of Occupancy will be issued.

NOTE: Any changes to the approved plans must be submitted to building@gardencityidaho.org for Plan Modification review and approval before the completion of this form.

Permit No.: _____ Project Name: _____

Address: _____ Name: _____

Company: _____

Inspections:	Permit Number	Date Completed
Final Plumbing inspection		
Final Mechanical inspection		
Final Electrical inspection		
Final Fire inspection		
Final Building inspection		
Final Design and Planning inspection		
Final Stormwater inspection (O&M on File?)		
Final ESC inspection		
Final Elevation Certificate		
Design Professional Building Plans Certification		
Design Professional Project Certification		
ACHD Impact fee/NACFR (fire) receipt -OR- verification that no impact fees are due		Date submitted to City:
All fees have been paid	Yes / No	
All conditions of approval (found in decision documents for conditional use permits, variances, design review, etc.) have been met	Yes / No	
Other:		

I (print name), _____, the project's
_____ (design professional,
general contractor, applicant, etc.), verify that all the statements made are correct and
true and that the referenced project is constructed as approved.

Date: _____

Signature: _____