



# COMMERCIAL CERTIFICATE OF OCCUPANCY SUMMARY CHECKLIST

To receive a Certificate of Occupancy (CO) for a non-residential project all approved final inspections must be received; final approvals include the following: Building Permits, Planning Department, Public Works/Engineering Department and Fire Department. The contacts for those departments along with a brief description of inspection items are listed below. Depending on the scope of work, on-site inspections may be required by the Planning Department, Public Works/Engineering Department and Fire Marshal's Office. Please note the inspection items listed may not be a comprehensive list of inspection items for your specific project, additional items may be required.

## **BUILDING PERMITS/DEVELOPMENT SERVICES DIVISION**

Building/Development Services inspection items include approved inspections for the Building Final, Electrical Final, Mechanical Final and Plumbing Final. Additionally, re-inspection fees must be paid prior to Certificate of Occupancy.

Contact: Brenda Wolf | [brenda.wolf@normanok.gov](mailto:brenda.wolf@normanok.gov) | (405) 366-5415

## **PLANNING DEPARTMENT**

Planning Department inspection items include review of the parking lots and associated improvements, lighting, bicycle racks, exterior appearance, landscaping and the landscape bond. Submittal of the Landscape Bond is required prior to Certificate of Occupancy. (Sign permits must be inspected and closed for CO)

Contact: Janay Greenlee-Warnken | [janay.greenlee@normanok.gov](mailto:janay.greenlee@normanok.gov) | (405) 366-5437

## **PUBLIC WORKS DEPARTMENT/ENGINEERING**

Public Works Department inspection items include the approaches and sidewalks, drainage, vegetative cover, dumpster enclosure and other associated public improvements. All public improvements must be completed and accepted prior to Certificate of Occupancy including an on-site inspection.

Contact: Ken Danner | [ken.danner@normanok.gov](mailto:ken.danner@normanok.gov) | (405) 366-5458

Dumpster Enclosure Inspection: Bret Scovill | [bret.scovill@normanok.gov](mailto:bret.scovill@normanok.gov) | (405) 329-1023

## **FIRE REVIEW COORDINATOR**

Fire inspection items include emergency lights, exit lights, life safety plan, fire alarm testing, fire extinguisher testing, fire suppression testing, and fire lane striping and signage. An on-site inspection by the Fire Review Coordinator must be completed and the project approved prior to Certificate of Occupancy.

Contact: Matthew Elliott | [matthew.elliott@normanok.gov](mailto:matthew.elliott@normanok.gov) | (405) 366-5242

## **FIRE INSPECTIONS FOR MEDICAL MARIJUANA:**

Medical Marijuana (MM) CO inspections should be requested through the Fire Marshal's Office.

Contact: Fire Marshal's Office | [\\_Fire\\_Prevention@NormanOK.gov](mailto:_Fire_Prevention@NormanOK.gov) | (405) 292-9780

A Food Service License may be required for your development if you will be selling food, (including pre-packaged food) and is granted through the City Clerk's Office at (405) 366-5386 or on-line at [www.normanok.gov/content/permits-licenses](http://www.normanok.gov/content/permits-licenses). The Food Service License requires several inspections, many of which are from the same departments needed to obtain Certificate of Occupancy including the Building Permits/Development Services Division. Please review the license application thoroughly and contact the departments listed on the back of the application to request and obtain your inspections. Please allow two to five work-days to coordinate and receive the inspections. If you have additional license questions, please contact the City Clerk's Office. The license is granted in the City Clerk's Office upon receipt of the completed form including the required approvals/signatures and the appropriate fees.