

Obtaining your Certificate of Occupancy for a commercial or industrial structure or multi-family residential unit is the final step in completing your project.

This brochure will assist you in knowing what needs to be completed before a Certificate of Occupancy can be issued by the City and how you can help make the final checkoff go smoothly.

1. Give the City Parks & Community Development Department a 14 day advance notice of when you expect to be requesting your Certificate of Occupancy.

This is an important step so we can alert all staff who are required to review portions of your project and sign off on compliance: Building, Planning, Engineering, Utilities, Streets and Public Safety. The sooner we know your intended completion date, the sooner we are able to notify you of any unmet conditions, required security, and provide you with a final inspection and checklist.

2. Satisfy all conditions listed in the approved development permit.

The property owner, developer or their agent has a copy of the development permit. You should become familiar with these conditions because a Certificate of Occupancy will not be issued until all conditions are met. Conditions may include “non-building” items such as installation and testing of fire hydrants, extensions of public water, sewer, streets and storm drains, or landscaping. Additional copies

of the development permit and conditions may be obtained at the Parks & Community Development Department upon request.

3. Complete dedications of any necessary right-of-ways and easements.

The property owner/developer provides a legal description of property to be dedicated for purposes of street right-of-way or utility easement. This description must be prepared by a registered land surveyor accompanied with a map depicting the land described. Once received, the City will prepare a legal document to be signed by the owners.

4. Submit a signed maintenance security agreement for public facilities.

The Parks & Community Development Department has forms for this purpose, or your insurance company or bonding company may submit their form for approval through the City Attorney. The actual costs of the public facilities must be documented in writing. The City will use this to establish the maintenance security amount. Typically these securities are held for one year after acceptance of the public improvements.

5. Call for and receive all building inspections.

These separate inspections include building, mechanical, plumbing, and electrical inspections which need to be called for as those specific stages of the construction project proceed. Once your structure is

complete, the Building, Planning, Engineering, Streets and Utilities divisions will inspect for final building permit requirements.

6. Pay all the fees and bills due to the City of Grants Pass.

These may include business licenses, bills for inspections, system development charges, and street and utility services during construction.

7. Submit as-built drawings of your construction plans to the Engineering Department.

Your engineer should be recording any changes in construction plans as the project proceeds. All changes need to be placed on original drawings and submitted to the City for review and acceptance of the public facilities.

What is a Certificate of Occupancy?

- A Certificate of Occupancy is a document issued to the owner of a building once all building and development conditions administered by the city of Grants Pass are met.
- The Certificate of Occupancy allows a structure to be occupied or open for business. It is *illegal* to occupy a structure or business without a Certificate of Occupancy.
- A Certificate of Occupancy is required for all commercial, industrial and multi-family residential units.



Further assistance . . .

The information in this brochure is general in nature and should not be substituted for the specific requirements as established in the Development Code Ordinances and Building Codes governing occupancy of new buildings.

The Development Code is available at the Parks & Community Development Department or can be accessed on line at www.grantspassoregon.gov.

PARKS & COMMUNITY DEVELOPMENT DEPARTMENT

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Before you obtain your Certificate of Occupancy



**A guide to the final stage of the
building process for
Commercial/Industrial Structures
and Multi-Family Residential Units**