

Commercial Certificate of Occupancy Checklist

The following requirements must be met prior to the issuance of a Certificate of Occupancy:

1. AIA form G704, Letter of Substantial Completion, signed by all responsible parties
2. Approved Building, Plumbing, Electrical and Mechanical inspections by the City of Gulf Shores Building Department
3. Copies of all “Third Party” inspections performed on any structural elements of other components
4. Approved final inspection by the City of Gulf Shores Planning and Zoning verifying landscaping
5. Approved final inspection by the City of Gulf Shores Engineering verifying paved areas, drainage and lighting
6. “As Built” plans in digital format to be provided to the City of Gulf Shores Building Department
7. Approved final inspection by the City of Gulf Shores Fire Marshall

A “Conditional” Certificate of Occupancy may be issued with the approval of the Building, Planning and Zoning, Public Works and Fire Departments.