



Certificate of Occupancy Checklist

IBC Section 111 Certificate of Occupancy

Use and Occupancy. “No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy”.

IBC Section 111.3 Temporary Occupancy

“The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid”.

Stocking of goods or materials, testing of machines, training employees, or installing furnishings are be considered a form of occupancy.

Checklist for Temporary and Permanent Certificate of Occupancy.

- All Mechanical, Electrical, Plumbing final inspections must be completed and approved prior to requesting a Final Building Inspection. Copies of all approvals shall be provided to the building department.
- A letter of substantial completion from the design professionals of record shall be submitted to the building department for review.
- A Letter of Completion and Compliance for Testing and Inspection issued by the Special Inspection and Testing Firm of record.
- Fire detection/alarm systems are to be complete, functional, tested. Submit a copy of the Alarm System Inspection and Testing Report meeting the requirements of NFPA 72.
- Fire sprinklers, standpipes are to be complete, functional, tested. Submit a copy of the Contractor’s Material and Test Certificate for Aboveground Piping meeting the requirements of NFPA 13.
- Fire alarms and sprinkler systems must be fully monitored.
- Portable fire extinguishers are to be installed as required.
- Means of egress elements are to be complete and unobstructed.
- Fire rated corridors, doors, and stairwells are to be complete, functional.
- Fire and fire/smoke dampers are to be complete, functional, tested.

- Fire rated barriers, e.g., doors, walls and floor/ceiling assemblies, are to be in place and complete.
- Normal and emergency exit lighting and exit signage are to be complete, functional, tested.
- All Plumbing Code requirements are being met and restrooms are fully functional.
- All utilities and construction work must be completed. This may include, but is not limited to, easements, pedestrian walkways, storm water management, water and sewer services, etc.
- All zoning, site requirements, signage, parking, landscaping, screening as well as other approved development conditions must be met.
- Final Inspection and Approval by the Montgomery County Building Department.

Please contact the Montgomery County Building & Codes Department for any further assistance.