

## **POLICY AND PROCEDURE FOR CERTIFICATE OF OCCUPANCY**

There are four different types of Certificate of Occupancies (C/O). They are Stocking, Temporary, Partial and Full Certificate of Occupancy.

- **Stocking C/O** – Only permits the owner of the building to have non-construction personnel inside the building for the sole purpose of stocking shelves and racks with merchandise. All trades (plumbing, mechanical, electrical and fire) must give their approvals before a stocking C/O can be issued. There can be no over-head work. There can be no life-safety issues. There must be a minimum of one accessible, working toilet, one accessible parking space and an accessible route from that parking space to the building. There must be safe egress from the building. No stocking C/O is required for the contractor to set fixtures required by their contract.
- **Temporary C/O** - Permits the owner to have full use of the building without the building final being approved. The maximum period for a Temporary C/O is 180 days. All remaining minor code violations corrected and the final inspections scheduled and approved before expiration of Temporary C/O. All trades, plumbing, mechanical, electrical, fire, storm water, landscaping and soil erosion must either be finalized or approved for a temporary C/O. There can be no life-safety issues including no over-head work remaining.
- **Partial C/O** - May be issued allowing part of the building to be occupied while construction continues in another section. We rarely issue Partial C/O's, as we now require these types of construction to be phased permits.
- **Final C/O** - Issued after all trades have been finalized and all violations of the building codes have been corrected.

**Required Approvals:** Approvals required for issuance of a stocking, temporary or final Certificate of occupancy (C/O) on commercial buildings including apartments, condominiums and townhouses

- **Trade Permits** – Electrical, Plumbing and Mechanical
- **Soil Erosion** (not required for stocking): **336-373-2158**
- **Storm Water** (not required for stocking) – Required if the site contains a water quality pond, bio-retention cell, sand filter or other SCM.  
Justin Gray: **336-373-4126**
- **Landscaping, parking lot striping, dumpster pad location and tree preservation** (not required for stocking) – Judson Clinton: **336-373-2150**,  
Elizabeth Link: **336-373-3693**
- **Fire Prevention** – Fire alarms, sprinklers, exit lighting: **336-373-7829**

Scheduling Building, Electrical, Mechanical and Plumbing Inspections:

**APRIL (IVR System): 336-373-2400** or **Main Office: 336-373-2155**

Once all of the above have been approved for the type of CO you need, call in the Building permit for a CO. If you have questions, please call:

**Don Sheffield, Chief Building Inspector: 336-373-3685.**

**Additional Contacts:**

- **NC Department of Environmental Quality** – Grading permit or sediment and erosion control issues when project is funded with public money and greater than one acre of land is disturbed – Matt Gantt: **336-776-9800**
- **Director of Neighborhood Development**- Stan Wilson: **336-373-2509**
- **Plat recordation** – Luke Carter: **336-373-4342**
- **Construction Traffic** (heavy trucks) - Lieutenant Kevin Moore: **336-373-2509**
- **Storm water** - permits, inspections and connections – Laura Beasley: **336-373-2066**
- **Sidewalk** - Kenny Carroll: **336-373-2052**, Don Sheffield: **336-373-3685**
- **Zoning**: **336-373-4340**
- **Storm Water and Floodplain issues** - Terri Aprile, Vivian Bou Gomez: **336-373-2055**
- **Water and sewer connections** - Jonathan Clapp: **336-333-6502**
- **Water and sewer construction** – Ryan Wicker: **336-373-2377**
- **Water meters** – Tiki Bigelow, Shannon Myers, Michele Newberry: **336-373-2055**
- **Water line or sewer damage**: **336-373-2033**
- **Commercial or residential driveway permits**: **336-373-2155**
- **Roadway inspections** (City Streets) – Andy Vincent: **336-373-2336**
- **Blocked street and lane closure permits** – David Ortega: **336-433-7246**

**Bond Issues:**

- **Water Quality SCMs and Sediment and Erosion Control** – Toni Branson: **336-373-4315**
- **Sidewalks, streets and utilities** – Tracy Peters: **336-373-2874**