



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, Utilities 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. **Inspections must be requested via the City's On-Line Portal.**

All users must register to utilize the On-Line Portal. To register please click [HERE](#). Again, inspections must be requested via the City's On-Line Portal

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 (CO). *For questions regarding Building Permit requirements please contact Brenda Wolf.*

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

PLANNING DEPARTMENT

Inspection Type: FN, Planning Final

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 the Certificate of Occupancy. (Sign permits must be inspected and closed for CO). *For CCFBC projects requirements please contact Anais Starr. For questions regarding Planning Department requirements please contact Kelly Abell.*

Contact: Kelly Abell | kelly.abell@normanok.gov | (405) 366-5434

CENTER CITY FORM-BASED CODE PROJECTS (CCFBC):

Contact: Anais Starr | anais.starr@normanok.gov | (405) 366-5392

PUBLIC WORKS DEPARTMENT/ENGINEERING

Inspection Type: FN, Public Works/Eng Final

Public Works Department inspections include the approaches and sidewalks, drainage, vegetative cover, and other improvements. All public improvements must be complete and accepted prior to Certificate of Occupancy including on-site inspection. *For questions regarding Public Works/Engineering requirements please contact Ken Danner.*

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

UTILITIES DEPARTMENT

Inspection Type: FN, Utilities Final

Utilities Department inspections include the dumpster enclosure inspection, water meters, sewer lines, and sewage pretreatment. *For questions regarding Utility Department requirements please contact Nathan Madenwald.*

Contact: Nathan Madenwald | nathan.madenwald@normanok.gov | (405) 366-5426

DUMPSTER ENCLOSURE INSPECTION CONTACT:

Contact: Stan West | stan.west@normanok.gov | (405) 329-1023

FIRE PLANNING OFFICER

Inspection Type: FN, Fire Final

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 must be completed and the project approved prior to Certificate of Occupancy. *For questions regarding Fire requirements including Medical Marijuana requirements please contact Aaron Easter.*

Medical Marijuana inspections are also completed by the Fire Planning Officer.

Contact: Aaron Easter | aaron.easter@normanok.gov | (405) 366-5242

FOOD/ALCOHOL RELATED LICENSE A Food /Alcohol related license may be required for your development if you will be selling food or alcohol, (including pre-packaged food) and is granted through the City Clerk's Office at (405) 366-5386. The Food/ Alcohol 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. License applications must be made from the On-Line Portal located [HERE](#). If you have license questions, please contact the City Clerk's Office. The license is granted in the City Clerk's Office upon request after your inspections are approved and the fees are paid.

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COMMERCIAL CERTIFICATE OF OCCUPANCY (CO) REQUIREMENTS (SEE FRONT PAGE)

