



# OBTAINING A CERTIFICATE OF OCCUPANCY

CITY OF SAND SPRINGS, OKLAHOMA  
NEIGHBORHOOD SERVICES DEPARTMENT

MUNICIPAL BUILDING  
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## WHAT IS A CERTIFICATE OF OCCUPANCY?

A Certificate of Occupancy, or CO, assures that all new construction or occupancies meet with applicable zoning, building, electrical, plumbing, mechanical (heat and air), safety, fire and environmental codes. Its sole purpose is to protect the health, safety and welfare of owners, occupants and the general public.

All new buildings, both residential and commercial, must have a CO. Existing commercial buildings undergoing changes in occupancy, use or function also need a CO.

## WHO SHOULD APPLY?

A CO is issued for a new residential building upon approval of all final inspections and a specific CO compliance inspection. No application process is required.

New commercial buildings require completion of a CO application by the owner or active contractor. For existing buildings where the occupancy, use or function is changing, an owner, the active contractor or occupant may apply.

## WHEN AND HOW TO APPLY?

The Certificate of Occupancy process must be completed ***BEFORE*** any new building can be occupied, or ***BEFORE*** any change in occupancy, use or function can occur in an existing commercial building.

Owners, contractor or occupants must apply for a CO before the anticipated date of occupancy so all reviews and inspections (and reinspections if necessary) can be performed. Ample time should be allowed for this process.

CO applications are available in the Neighborhood Services Department, located at 100 E. Broadway St., during regular business hours. Application forms are also available on-line, or can be mailed upon request.

The \$200.00 application fee is included in all new residential and commercial building permits. The \$200.00 application fee for commercial occupancy, use or function changes shall be paid when the application is submitted.

### **HOW IS A CO ISSUED?**

After an application is submitted, it is reviewed for zoning compliance and other applicable regulations. The Building Inspector and Fire Marshal make site visits to assure compliance with building and trade codes, and fire and safety regulations. A review and inspection may also be done by the Environmental Compliance Officer to assure proper sewage disposal facilities exist. Certain occupancies or functions may also involve reviews and inspections by other City departments.

If a question or concern arises during one of the reviews or inspections, the applicant will be contacted to discuss the issue. Reinspections will be done at no additional cost when the issue is resolved.

### **WHEN CAN OCCUPANCY TAKE PLACE?**

For residential buildings, occupancy can occur as soon as the CO inspection is completed and approved. Commercial buildings can be occupied once all CO reviews and inspections are completed and approved. The CO will be mailed to the applicant, with a copy kept on file.

Occupancies occurring prior to these times are unlawful and may result in issuance of Municipal Court citations with maximum fines of \$500 per day.

### **CONDITIONAL AND TEMPORARY USES**

Persons needing to occupy a building prior to final inspections and the CO process may request a 30-day Temporary Use Permit. Applications are available through the Neighborhood Services Office. There is a \$100.00 fee. Temporary Use Permits will only be granted if the occupancy can occur safely. One 30-day renewal is available.

A CO may be issued with conditions or restrictions that need addressed. However, these are typically site-specific, limited in scope and duration, and have no bearing on immediate health or safety issues.

## WE'RE HERE TO HELP ...

The staff involved with the CO process at the City of Sand Springs wants to guide you through it quickly and easily. Owners, contractors or occupants are encouraged to ask questions well before the construction or occupancy process begins. Walk-through tours and plan reviews with those involved in the CO process are available without charge. Questions may be directed in the following manner:

<b>General CO Information</b>	<b>(918) 246-2572</b>
<b>Site Tours/Plan Reviews</b>	<b>(918) 246-2572</b>
<b>Zoning Questions</b>	<b>(918) 246-2575</b>
<b>Building Inspectors</b>	<b>(918) 246-2572</b>
<b>Fire Marshal</b>	<b>(918) 246-2551</b>
<b>Environmental Compliance</b>	<b>(918) 246-2604</b>
<b>Utility Services</b>	<b>(918) 246-2524</b>



[www.sandspringsok.org](http://www.sandspringsok.org)