



## Process for obtaining a Certificate of Occupancy

**Objective:** Obtain a Certificate of Occupancy. Issuance of a Certificate of Occupancy will require the approval of the following departments: Building, Planning, Development Engineering, Stormwater and Fire.

**Pre-Final inspection:** This is preferred and encouraged. The building inspection staff would ask to walk portions of buildings or floors prior to the installation of furniture. THIS IS NOT A FINAL and a TCO/CO will not be issued. This is to work through larger buildings by areas while completing the project or to hit the high points while waiting on Final Energy Documents.

**Final Energy Documents:** Must be submitted and approved prior to the scheduling of final inspections. In most cases, this would be a complete Comcheck (Mechanical, Electrical and Envelope) by a 3<sup>rd</sup> party. This is a completion of the initial form that was submitted by the designers prior to permit approval. If you are unaware of who your 3<sup>rd</sup> party contact is for this form, ask your designer of record. This was communicated prior to permit approval. The designer of record may also submit the completed checklist. If you have a building that requires Commissioning, we will need written correspondence from that vendor stating the work is in progress and will be forwarded once complete. Commissioning will be required prior to a full CO being issued.

**Final inspections:** Once Energy docs are submitted, a final may be scheduled. That request should be made to the dedicated inspection line, 515-963-3533. Building, Planning, Development Engineering, Stormwater and Fire will all be notified of the final request. If your site is not complete, including stabilization, it will result in outstanding conditions and failed inspections.

**DE Final Inspection:** Site stabilization, verification of infrastructure such as storm intakes, manholes and valves. Acceptance of public improvements may hold up any TCO issuance. This may involve turning lanes, street lighting, or traffic signals. If you have on site stormwater detention, that volume verification must be done prior to Final CO.

**Planning Final inspection:** Staff will verify items related to the site plan. Landscaping, lot striping, exterior building elements, and signage.



**Fire Final inspection:** Acceptance and testing of the fire alarm and suppression system. Installation and location of the knox box should be determined in advance.

**Temporary Certificate of Occupancy:** Once the building and fire divisions pass final inspections, a TCO may be issued. The conditions on the TCO may include conditions from Development Engineering, Planning and Stormwater. Those conditions will be listed on the TCO. TCO's will be for a 14-day period and if outstanding items are not complete, the TCO must be extended. Failure to maintain a valid TCO, may result in a \$500 penalty for Occupancy of a building without a valid CO/TCO. Those fees are listed below.

Initial Temporary Certificate of Occupancy - No charge

1<sup>st</sup> Temporary Extension - \$100

2<sup>nd</sup> Temporary Extension -\$200

3<sup>rd</sup> Temporary Extension (or more) -\$300

Occupancy of a building without a valid CO/TCO - \$500

**Winter Temporary Certificate of Occupancy:** At a time to be determined by or Stormwater division (when sod is no longer being cut locally), any valid TCO will be extended (without fee) to an expiration date of May 31 of the following Spring. All conditions will need to be completed by that date or a 14-day extension acquired. Any project completed after the Winter TCO's begin will automatically be issued with an expiration date of May 31 of the following Spring.

**Final Certificate of Occupancy:** Completion and approval from all divisions for the building, site, infrastructure, public improvements and all associated fees paid.

Contacts:

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