

# Application for Certificate of Occupancy

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Date Requested for Inspection (At least 3 business days from today): \_\_\_\_\_

Building Permit Number (Including year): \_\_\_\_\_

1<sup>st</sup> Finish Tenant Space    Existing No Construction    New Construction    Remodel

Additional Information: \_\_\_\_\_

Completed Certificate:    Pick Up    Mail Out

## **Applicant Information**

Name of Applicant: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email for Receipt: \_\_\_\_\_

Name of Contact for Inspectors: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**If payment information is not provided we will call prior to processing the application.**

**\*I authorize the City of Omaha to charge \$135.00 to the following account:**

MasterCard    Visa

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name as it Appears on the Card \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

\*Account information is not kept on file.

FAX: 402-444-5233   Phone: 402-444-5350 ext. 2121   Email: Holly.Stephens@cityofomaha.org

*Notification will be made by email or phone when the application is processed.*

# Application Instructions

- Complete all necessary information on form.
- The application fee of \$135.00 is due at the time of application processing.
- The application may be mailed, faxed, or emailed.
- All holds (ex. Public Works) must be resolved prior to application.
- Final inspections for all permits should be completed.

Inspectors will arrive between 8:00 a.m. and 4:00 p.m. on your scheduled inspection day.

Re-inspections are automatically scheduled 30 Days after the rejection. It is the responsibility of the applicant to call and reschedule, postpone, or cancel the re-inspection.

Every re-inspection will be assessed a \$54.00 re-inspection fee that must be paid prior to the next inspection or issuance of the certificate of occupancy.

## **Instructions for viewing inspection results during/after inspection:**

Go to [www.omahapermits.com](http://www.omahapermits.com) and click on the Permits tab. Enter the certificate of occupancy permit number provided or the address of the location. Click on the bold/underlined permit number toward the bottom of the screen. Under Inspections you will see inspection results. Click on View Details and then View Result Comments for the inspectors' comments.