

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): _____

1st 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

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 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.