1. Project Management submits an **Application for Certificate of Occupancy (form 100)** to the Building Department.
2. The Application and attachments are evaluated by clerical for sufficiency.
3. This **Application for Certificate of Occupancy (form 100)** must be signed by the qualifying agent of the General Contractor and the Architect of Record.
4. If the review by the Building Dept. staff reveals insufficient documentation, a copy of the **Application for Certificate of Occupancy (form 100)** is made and the original is returned to the Project Manager for resubmission when sufficiency is achieved.
5. If the Building Dept. review is found to be sufficient, **the Verification of Readiness for Occupancy Inspection (form 104)** is to be completed by the Building Department. The status of final occupancy inspections for each discipline will determine the outcome of this verification.
6. Two options can exist at this time:

6a. Accepted – **OEF 110B** form is executed by the Architect of Record and the Chief Building Official and then sent to the Superintendent of Schools for signature.

6b. Rejected - The General Contractor, Director of Project Management and Architect of Record are notified of item(s) that preclude occupancy **Denial of Occupancy (form 101)**

1. In conjunction with the **issuance of a 110B**, the **Final Inspection Completion form** **(form 200)** is to be completed by the Building Department. Upon review, this document (also signed by the Architect, General Contractor, Director of Project Management and Inspectors) will be issued with attached **lists** **of deficiencie**s as comprised by the various trade inspectors **(forms 200B,E,M,P,F).** The date of issuance of this document will be nearly coincidental with the issuance of any type of occupancy of the facility.