

City of Elk Grove
Development Services • **Building Safety & Inspection**
8401 Laguna Palms Way • **Elk Grove, California 95758**
Phone (916) 478-2235 • Bldonline@elkgrovecity.org
www.elkgrovecity.org



Request for Final Inspection and Certificate of Occupancy

A final inspection and Certificate of Occupancy can be requested when the applicant has received all of the required building inspections and is in compliance with the minimum requirements of the adopted codes and approved plans.

When requesting a final inspection and Certificate of Occupancy, applicants will be required to have all required inspection disciplines and departments granting approval for the final inspection. This may include CCSD Fire, Planning, and if applicable, Sacramento County Environmental Health. For Larger projects with offsite conditions, other agencies such as Development Engineering or Public Works will also need to grant their approval.

Applicants should allow up to 2 business days for the application to be processed.

Please complete this form to request a final inspection and certificate of occupancy. Please type or print clearly.

Project Address: _____

Project/Business Name: _____

Planning Project #: _____ DS Engineering Project #: _____

Building Permit #: _____

Associated Building Permit #s: _____
(Sign Pmt., Site Imp. Pmt., Pallet Rack Pmt., etc.)

Applicant Name: _____ Email: _____

Phone #: _____ Signature: _____ Date: _____

First Request:
 Second Request:
 Third Request:

*Applicant to obtain the signature of all required agencies or provide separate approval documentation.

Approval Type	Agency Email	Approval Signature	Approval Date
CCSD Fire Dept. (916) 405-7100 10573 E. Stockton Blvd.	yourcsd.com/471/Fire-Prevention-Division		
Planning Division (916) 478-2265 8401 Laguna Palms Way	planner@elkgrovecity.org		
DS Engineering Division (916) 627-3436 8401 Laguna Palms Way	dengineering@elkgrovecity.org		
Sac. Co. Env. Health (916) 875-8484 11080 White Rock Rd., Rancho Cordova	EMDinfo@saccounty.net		
Building Safety (916) 478-2235 8401 Laguna Palms Way	Bldonline@elkgrovecity.org		

INTERNAL OFFICE USE ONLY

Reviewed by: _____

Reason for denial: _____

Approval: _____

Please contact **Sarah Sandoval** when all the applicable approvals listed above have been met.

Email; ssandoval@elkgrovecity.org or 916-478-3629

Flow chart for final Certificate of Occupancy Process

CO Form Request submitted to the Building Division

Applicant schedules a final building inspection
-must email Sarah Sandoval at ssandoval@elkgrovecity.org for scheduling.

CO Request sent to all required departments via email from permit processing coordinator.

Corrections and conditions provided back to processing coordinator. Processing coordinator provides comments back to applicant.

No corrections from the Building Division.

All other department approvals provided. Approval to move forward with CO.

CO has conditions and corrections
CO denied.
Applicant to clear all division(s) conditions and reschedule required inspections.

CO issued to applicant.

Applicant to request another CO inspection - email Sarah Sandoval.