



OCCUPANCY SIGN-OFF

INSTRUCTIONS: The applicant must make this card available to inspectors during the occupancy inspection process. Inspectors will provide information as to “Corrections Needed” or they will sign under “Inspector’s Approval.” If corrections are needed, the applicant must report corrections to the appropriate inspector so a follow-up inspection can be made. The license of Certificate of Occupancy will be issued when all signed under “Inspector’s Approval.”

Project Name _____

Address _____

Component	Correction(s) Needed	Inspector’s Approval
BLDG. INSPECTOR 920-492-2309		Signature & Date
HEATING INSPECTOR 920-492-2309		Signature & Date
PLUMBING INSPECTOR 920-492-2309		Signature & Date
ELECT. INSPECTOR 920-492-2309		Signature & Date
HEALTH INSPECTOR 920-448-6400		Signature & Date
FIRE INSPECTOR 920-492-2309		Signature & Date

See the back of this card for more information

GETTING A CERTIFICATE OF OCCUPANCY

Before most new buildings or structures can be used or occupied in Ashwaubenon, a Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) must be obtained from the Inspection Division. This certificate indicates that the project complies with the regulations for occupancy and activity required by the Ashwaubenon and State of Wisconsin Building Codes. Changes in occupancy classification are not generally permitted until the building official has issued a CO.

A CO is issued when the project meets all the requirements of the approved plan and the approved site plan.

A TCO may be issued when all safety elements of the building are complete and the building is otherwise fit for human habitation, occupancy or use. The following is a guideline establishes the minimum criteria necessary for a TCO.

- Inspectors for all trades, the Fire Marshal and, in some cases, the Health Inspector must approve the TCO. Approvals are indicated on the OCCUPANCY SIGN-OFF card.
- The address must be posted on the building as required by code.
- All exits serving the occupied area must be safe and operational, including exit lights and hardware.
- Fire protection systems, both alarm and suppression, must be operational throughout the building. Fire protection systems must be tested, with the tests witnessed by the Fire Marshal. For further information on testing, contact the Fire Marshal at 920-492-2986.
- Fire resistive assemblies must be in place throughout the building, with penetrations protected per the Building Code.
- All plan documents must be submitted to the Planning Department.
- A Compliance Statement signed by the supervising professional must be provided to the Inspection Division. A Compliance Statement may be faxed to the Inspection Division at 920-492-2311
- Conditioning of approval from Site Plan Review completed.

How do I know if everything is approved?

The building inspector will provide a "OCCUPANCY SIGN-OFF" card. It is the site manager's responsibility to maintain the card in a location accessible to all inspectors. Inspectors will sign off (or not) as inspections are made.

Where do I get a CO or TCO?

When all blanks are filled in the yellow OCCUPANCY SIGN-OFF card, bring the card to the Inspection Division offices at 2155 Holmgren Way. The reception clerk will issue a CO or TCO as appropriate.

Anything else I should know?

Yes. If a TCO is issued, expect a Notice of Noncompliance within a week or so. The Notice will list all building or site elements that must be corrected or completed before a CO is issue