

Procedures for Receiving a Certificate of Occupancy:

- First, the Final Inspection needs to be completed by ATS listing any open items which should be given to the builder/owner **ASAP**.
- The Point Venture Field supervisor does his inspection and if any open items that must be given to the builder/owner **ASAP**.
- If the property is in the flood plain, the Point Venture Floodplain Administrator makes an inspection to ensure that the property meets all FEMA requirements.
- The Building Commissioner and the Field Supervisor review open items, if there are any, and make a determination to add to the agenda for consideration by the entire board whether or not to issue a Certificate of Occupancy.
- The Board votes on whether to issue a Certificate of Occupancy
- If the Board votes **Yes** to the above, the CO is then issued and the owner/builder is notified;
- If the vote is **No** the owner/builder is notified and an explanation of the reasons for the denial are given and consideration of issuing a certificate will not happen until all items are cleared up.