



290 N 100 W, LOGAN, UTAH 84321
 PHONE 435.716.9020 FAX 435.716.9001
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REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

No structure shall be occupied until issuance of a Certificate of Occupancy.

All sections of this checklist must be signed prior to requesting a Certificate of Occupancy. **The Building Inspector shall not be scheduled until all other sign-offs are completed and signed off by the appropriate department either as a permanent approval or a temporary approval.**

Note: A Right of Way permit is required for any work in the public right of way. Contact Kim Nate at 435-716-9152 with any questions. Engineering sign-off required for any work performed in the Public Right-of-Way which includes, but is not limited to, driveways, driveway cuts and width, curb and gutter, drainage and storm-water management, public sidewalks, parking lot layout/configuration, etc.

Persons occupying a structure without a Certificate of Occupancy will be subject to issuance of a Criminal Citation in accordance with Logan City Code 15.04.06 and/or subject to remedies in accordance with The Administrative Enforcement Code, (Title 17 chapter 60 of the Logan City Code). **Utilities may be disconnected from structures found to be occupied without a Certificate of Occupancy.**

Permit #	Address of Structure
Type of Occupancy	Project Name

Req ✓	Dept/Phone #	Date	Temp ✓	Perm ✓	Comments	Inspect Initials
	Pre-treatment Jim Harps 716-9797					
	Backflow hazard assessment Brian Pattee 716-9627					
	Fire Marshal - Fire suppression/Alarm and Final Inspection Craig Humphreys 716-9515					
	Public Works - Water/sewer, curb gutter, sidewalk, storm water management, parking, access, etc. Kim Nate 716-9152					
	Planning/Zoning Conformance to Design Review Record of Decision, Landscaping, etc. Planner 716-9021					
	Special Inspection & testing final report-must be provided to Bldg Dept Questions call 716-9030					
	Building Inspector *Must have all other department approvals prior to scheduling Building Inspector 716-9030					

The Building Inspector shall not be scheduled for a final until all other applicable department signs-offs are completed with either temporary or permanent approvals.

The general contractor of record is the only person authorized to surrender this notice to the Building Official for processing. A Certificate of Occupancy will be issued within three (3) working days from the date this completed notice is received.