



Municipality of Anchorage



Handout AG.15

Requirements for a Certificate of Occupancy

It is the responsibility of the owner, builder, or general contractor to obtain the necessary progress inspections and final discipline inspections for a project. The requirements for calling in for these inspections may be directed to the subcontractor, where applicable. The responsibility for paying all outstanding fees, resolving any outstanding issues, and arranging for and physically picking up a Certificate of Occupancy, a Conditional Certificate of Occupancy, or a Certificate of Completion remains with the owner, the builder, or the general contractor in charge of the project. The following minimum requirements must be met to obtain such certificates:

YOU MUST PROVIDE

1. Documents required for residential triplex and larger, new commercial, and commercial additions:
 - A. Structural final inspection report stating, OK for structural C.O.
 - B. Electrical final inspection report stating, OK for electrical C.O.
 - C. Mechanical and/or plumbing final inspection report stating, OK for mechanical and/or plumbing C.O.
 - D. Zoning final inspection report stating, OK for zoning C.O.
 - E. Fire final inspection report stating, OK for fire C.O.
 - F. If applicable, final special inspection report(s) must be submitted to file.
 - G. Certified as-built with original signature of registered land surveyor.
2. Documents required for tenant improvements:
 - A. Structural final inspection report stating, OK for structural C.O.
 - B. Electrical final inspection report * stating, OK for electrical C.O.
 - C. Mechanical and/or plumbing final inspection report * stating, OK for mechanical and/or plumbing C.O.
 - D. Fire final inspection report stating, OK for fire C.O.
 - E. Zoning final inspection report stating, OK for zoning C.O. (only required for change of use or occupancy).
 - F. If applicable, final special inspection report(s) must be submitted to file.
 - G. Certified as-built with original signature of registered land surveyor if improvement affected exterior of building footprint.
3. The following documents are required for a certificate of occupancy for a new single-family or duplex residence or for additions to a single-family or duplex residence:
 - A. Structural final inspection report stating, OK for structural C.O.
 - B. Electrical final inspection report* stating, OK for electrical C.O.
 - C. Mechanical and/or plumbing final inspection report* stating, OK for mechanical and/or plumbing C.O.
 - D. Two (2) certified as-builts with original signature of registered land surveyor.
 - E. Zoning final inspection for PUD's, cluster housing, and as needed for site specific requirements as identified in the zoning plan review process.
 - F. An approved on-site wastewater disposal system and/or well inspection report will be required for new single-family residences or additions to single-family residences that have an on-site septic system and/or water supply well. For any questions, please call the On-Site Water and Wastewater Program at (907) 343-7904.

Exception: This report is not required for additions that do not increase the total number of bedrooms in a single-family residence.

* Required if electrical, mechanical or plumbing was put in new, altered, or added under permit.

NOTE: Certificates of Occupancy are not issued for electrical, mechanical or plumbing retrofits, or for single-family and duplex alterations. Certificates of Completion are issued for these types of projects.



Ron Thompson, Building Official
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