CREEK
COMPASS
City of Goose Creek

COMMERCIAL CERTIFICATE OF OCCUPANCY CHECKLIST
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Required documents and Items

- All permits issued and inspections completed.
- Sign Permits and required inspections approved, if applicable
- Sub-Contractor List Updated
- All business licenses for contractors and subcontractors paid
- All business licenses for occupant/tenant and owner/property manager of property
- Deferred Submittals Uploaded (Elevator shop drawings, floor/roof truss shop drawings, post-tension details, etc., all approved and signed by Design Professional in Responsible Charge)
- Energy Code Compliance Certification and system balance report
- Design Professional in Responsible Charge Letter stating the structure was "built as designed."
- Final Report for Special Inspections (signed acknowledgements and reports by contractor/DPRC/owner/special inspection agency)
- As-Built Plans submitted.
- Approval letter from COGC Water Department, if required.
- Elevation Certificate (if property is in flood zone)
- DHEC Approval Letters, if required (Swimming Pool, Elevators, Etc.)
- Final Sewer Inspection (Sewer Inspection Approval, Berkeley County form)
- Final Stormwater Inspection (Berkeley County Form)
- Final Fire Inspection
- Final Zoning Inspection
- Final Building Inspection
- Building owner business license application, if required.

ERRC Submittals

- ERRC System "AS-BUILT" Plans
- Palmetto 800 Retransmission Consent Authorization Approval
- ERRC System Record of Completion attesting to proper installation by a Qualified Party (Must be submitted to AHJ and Property Owner)
- ERRC Maintainer Information

Fire Sprinkler Submittals

- Contractors Material & Test Certificate for Aboveground Piping
- Contractors Material & Test Certificate for Underground Piping
- Fire Sprinkler System Certificate of Compliance
- Fire Sprinkler "AS-BUILT" Plans

Fire Alarm Submittals

- Fire Alarm Monitoring Company Information
- Fire Alarm System "AS-BUILT" Plans
- Fire Alarm System Record of Completion (NFPA 72)

WHEN ATTACHING DOCUMENTS IN THE PORTAL PLEASE BE SURE TO LABEL THE ATTACHMENTS WITH THE TITLE OF THE DOCUMENT