



Mayor Robert E Simison

City Council Members:

Treg Bernt
Joe Borton
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Brad Hoaglund
Jessica Perreault
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Updated January 7, 2022

MEMORANDUM

RE: Commercial Permit and Certificate of Occupancy Issuance Requirements for Land Development Ground Work

Required prior to Permit issuance (commercial buildings):

1. Fire department determination that existing fire hydrant(s) is/are close enough for construction to begin
2. Fire department determination that an existing fire apparatus access road to the site is acceptable for construction to begin
3. Easements submitted to the City covering any new water or sewer main

OR

1. Fire Hydrants Activated
 - a. Bac T Test (2)
 - b. Potable Water Pressure Test
 - c. Potable Water Finder Wire Test
 - d. Water GPS
 - e. Water Final
2. Fire Apparatus Access Roads and approved driving surface is installed

Not all items are applicable to every project, only items that are applicable will be required

TCO will not be considered unless the following items are completed:

1. Performance surety provided for any items that are not 100% completed
2. Water
 - a. Fire Hydrants Activated
 - b. Fire Service Line Activated
 - c. Bac-T Test

- d. Potable Water Pressure Test
 - e. Potable Water Finder Wire Test
 - f. Water GPS
 - g. Water Final
3. Sewer
- a. Gravity Sewer Pressure Test
 - b. Gravity Sewer CCTV
 - c. Gravity Sewer Manhole Vacuum Final
 - d. Sewer GPS
 - e. Gravity Sewer Final
 - f. Pressure Sewer Hydro Test
 - g. Pressure Sewer Finder Wire Test
 - h. Pressure Sewer Final
4. Other
- a. Temporary Certificate of Occupancy is approved by the Building Official with the approval recommendation of others, including Fire plan review/inspection

CO issuance will not be considered unless the following items are complete. TCO may be considered on a case-by-case basis if when one or more of the following are incomplete:

- 1. Drainage Certification Letter
- 2. Pressure Irrigation Final Letter
- 3. Well Abandonment Certification Letter
- 4. Warranty Surety for any new water or sewer mains
- 5. Final Construction Costs
- 6. Final Letter