How to locate C of O approvals required to get Certificate of Occupancy on a Commercial/Multi Family Project

Welcome to Citizen Access and ePlan Review! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.

1. **Citizen Access**
   - Login into your existing account or Register for an Account
   - New Users, once registered, check your email to activate your account

2. **Locate C of O approvals**
   - Login and Click Building Services tab -- refer to Step 1
   - Scroll down to General Search area
   - Enter permit number and click search
   - Click Record Info
   - From the drop-down menu, choose Inspections
   - View under “Upcoming”

3. **To Run a Report**
   - Login and Click Building Services tab -- refer to Step 1
   - Click on Reports
   - Click on Inspection Record
   - Enter permit number (Ex: C-NEW-2021-0082)
   - Click Submit