



420 10th Street  
Post Office Box 1340  
Columbus, Georgia 31902-1340

Telephone (706) 225-4126  
Fax (706) 225-4129

**Ryan Pruett**  
Director

## **Certificate of Occupancy Checklist**

### **Commercial Location**

**The following items are required to obtain a Certificate of Occupancy for a commercial location:**

1. Certificate of Occupancy Application
2. Proof of Ownership or an Active Lease for the commercial location
3. Copy of Applicant's Driver's License
4. \$60.00 fee

Additional requirements may be necessary based on the type of business. For example, restaurants must have health department approval prior to applying for a Certificate of Occupancy. Please call Inspections and Code at 706-225-4126 to confirm what documentation is required for your business.

All documents should be submitted to Inspections and Code at 420 10<sup>th</sup> Street Columbus, GA 31901. Certificate of Occupancies are reviewed and, if approved, issued immediately after submission of the application.