

**Application for a Commercial Certificate of Occupancy**  
**Inspection Fee \$50**  
**If a Subcode is required additional \$25 for each**

City of Woodbury only requires Commercial C.O. to be done if property has been vacant for 8 months or longer, but if you would like an inspection conducted our office would be happy to do so. You **must obtain** Zoning verification to ensure the type of business you would like to operate is allowed in that zoning district.

This request is for a C.O. inspection for the commercial property at:

Site Location \_\_\_\_\_ UNITS \_\_\_\_\_

1. This building is being SOLD / RENTED.

2. Approximate date of settlement. \_\_\_\_\_

**3. Seller's**

Real Estate Co: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Fax \_\_\_\_\_  
Agent: \_\_\_\_\_ Cell \_\_\_\_\_

4. Property owner: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_

5. Name of office Building: \_\_\_\_\_  
Manager: \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_

**6. Buyer's**

Real Estate Co \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Fax \_\_\_\_\_  
Agent: \_\_\_\_\_ Cell \_\_\_\_\_

7. Buyer(s) Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ Fax \_\_\_\_\_  
Company: \_\_\_\_\_

8. Tenant(s) Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_

**Property owner/agent must complete:**

I, \_\_\_\_\_ hereby certify that I am the (agent of) owner of record  
And am authorized to make this application.

\*\*\* \_\_\_\_\_  
**Signature of owner/agent**

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**OFFICE USE ONLY**

Date rec'd \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Paid \_\_\_\_\_ by \_\_\_\_\_ cash \_\_\_\_\_ check # \_\_\_\_\_

Inspection Scheduled for: \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_

AN INSPECTION IS REQUIRED BY THE BUREAU OF FIRE SAFETY, WE WILL NOTIFY THEM. IF THEY CANNOT MAKE THE SAME DAY & TIME, THEY WILL CONTACT YOU DIRECTLY.