ROCHESTER **COMMUNITY DEVELOPMENT**

City of Rochester
4001 West River Parkway NW, STE 100
Rochester, MN 55901-7090

Website: www.rochestermn.gov/cd
Email: buildingsafety@rochestermn.gov
Phone: 507-328-2600

Final Inspection/Certificate of Occupancy Checklist

For commercial building permits, use this checklist as a guide to prepare for a Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO). After all required approvals outlined below have been entered into your permit record, a CO or TCO will be issued the next business day.

Community Development – Building Safety Division | 507-328-2600

- ☐ **Electrical:** All electrical work must be final inspected and approved, including temporary and permanent services, and high- and low-voltage work.
- ☐ **Mechanical:** All mechanical work must be final inspected and approved, including HVAC, gas piping, and hydronic work; a *Balance Report* must be submitted and approved.
- ☐ **Plumbing:** All plumbing work must be final inspected and approved.
- ☐ **Building:** All building work must be final inspected and approved. Final approval will not be granted until all trades are final inspected and approved.
  - ☐ A *Special Inspection Summary Report* must be submitted.
  - ☐ If an *EIFS* exterior product in installed, a certificate A & B must be submitted.

Community Development – Planning & Zoning Division | 507-328-2600

- ☐ **Zoning:** All zoning requirements must be completed.

Fire Department | 507-328-2800

- ☐ All fire suppression systems, fire alarm systems, portable fire extinguishers, and other Fire Department requirements must be final inspected and approved.

Olmsted County – Public Health | 507-328-7500

- ☐ In occupancies where food is handled, the Health Services must grant final approval.

Minnesota Department of Labor & Industry | 651-284-5005 or 1-800-324-5354

- ☐ **State Elevator Inspection:** All elevators must be approved by the State of Minnesota Elevator Inspector.

Minnesota Department of Agriculture | 507-280-2935

- ☐ This agency must approve where food products are handled or sold, not including businesses licensed by Olmsted County Public Health. If you have questions, check with this agency prior to requesting a Certificate of Occupancy.