



CERTIFICATE OF OCCUPANCY CHECKLIST

Revised 1/16

Building Department

The following items **MUST** be completed in order for the City of Sheridan Building Department to issue a Certificate of Occupancy

- When a Drainage Report is required for your project a letter from the Engineer verifying compliance will need to be provided to the City of Sheridan prior to issuance of a Certificate of Occupancy

Contact: Lane Thompson - City Engineer (307) 674-6483 Extension 228

- Verification of required paved parking spaces (Pavement will consist of Poured Concrete or Laid Asphalt) prior to issuance of a Certificate of Occupancy.

Contact: Sue Goodman - Planning Technician (307) 674-6483 Extension 226
OR

Robert Briggs- City Planner (307) 674-6483 Extension 225

- Final Approval of Subdivision from the City Engineer.

Contact: Lane Thompson - City Engineer (307) 674-6483 Extension 228

- Required Backflow device shall be tested and the Test Report shall be Provided to the Utilities Department prior to issuance of a Certificate of Occupancy.

Contact: Mike Peacock - Utility Services Coordinator (Water & Sewer) (307)674-6482 Extension 231

- ALL Final Inspections including; Building, Plumbing, Mechanical Electrical and Fire must be completed prior to issuance of a Certificate of Occupancy.

Contact: Jessie Koltiska - Permit Technician (307) 674-5941