



City of Fair Oaks Ranch

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SPECIFIC APPLICATION FORM - CERTIFICATE OF OCCUPANCY (CO)

Section 3.9 (13) of the Unified Development Code

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ Approved inspections.
- ☐ A completed Universal Application and checklist signed by the owner/s of the property.
- ☐ Payment of all other applicable fees (see Schedule of Fees).
- ☐ A copy of approved building permits, public improvements and as-built drawings.
- ☐ Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- ☐ Letter of approval from each utility provider, if required.