

Development Services Group

8401 Laguna Palms Way
Elk Grove, California 95758
elkgrove.gov/cdd

Building: 916.478.2235 or bldonline@elkgrove.gov
Development Engineering: 916.627.3436 or dengineering@elkgrove.gov
Planning: 916.478.2265 or planner@elkgrove.gov



Request for Final Certificate of Occupancy (CofO)

January 2026

Once the application is received, **and all required agency/division approvals have been provided**, applicants should allow **up to 5 business days** for processing.

Before submitting the CofO request, applicants must verify, and schedule all the required inspections from applicable divisions and/or outside agencies. Please refer to the **Agencies/Divisions Approvals** on the second page.

For an inspector to grant approval, all the required inspections shall be safe and in compliance with the minimum code requirements and approved construction plans.

Final CofO issuance is contingent upon approval from **all applicable divisions and outside agencies**, for the type of occupancy being requested. These may include, but are not limited to:

Agency/Division	Project Description	Requirement Type	Requirement
Planning Division	New Commercial Multifamily Development	Site Inspection	Site inspection required: Site plan, elevations, landscaping, and project conditions inspected for consistency.
Development Engineering Division	New Commercial Multifamily Development	Field Inspection Administrative	Completion of onsite and offsite improvements (streetlights, curb, gutter, sidewalk, drainage, etc.) As-builts Accepted Sewer and water acceptance (provided by applicant from Sacramento County) All agreements signed and executed All applicable fees paid
CCSD Fire Department	New Commercial Multifamily Development Tenant Improvements	Inspection/Approval	Signed approved CO inspection on Fire Inspection Card provided by applicant to Building Division
Sacramento Co. Environmental Management	All food establishments Commercial and MF - Swimming Pools	Operational Approval	Signed Approval to Operate (for all food establishments)
Building Division	New Commercial Multifamily Development Tenant Improvements	Inspection Administrative Coordination	Fire-life safety items approved and inspected Plan revisions/deferrals approved and inspected All outstanding fees paid All applicable agency/division CO approvals confirmed.

It is the applicant’s responsibility to ensure that all necessary inspections are completed and approved by the relevant agencies/divisions **prior to final Certificate of Occupancy request**.

Failure to obtain the necessary approvals may delay or prevent the issuance of a final Certificate of Occupancy.

Please complete this form to request a Final Certificate of Occupancy. Please type or print clearly.

Project Address: _____ Permit #: _____

Project/Business Name: _____ Planning Project #: _____

Applicant Name: _____ Relationship to Project: _____

Email: _____ Phone #: _____

Signature: _____ Date: _____

Agencies/Division Approvals

All required agencies and division approvals must be obtained **prior to submission** of this CofO request.

Applicants have three options for providing or obtaining these approvals:

1. Submit separate documentation from each agency/division confirming approval.
2. Obtain signatures directly on this request form from the applicable agencies/divisions in the section provided below.
3. Request the Building Division to coordinate agency/division approvals or return comments. *Please note: This option will add approximately two weeks to the processing time.*

CofO requests may be submitted directly to **Sarah Sandoval** using the contact information below or emailed to Bldonline@elkgrove.gov for processing.

For questions regarding the Certificate of Occupancy process, please contact Sarah Sandoval at ssandoval@elkgrove.gov or by phone at (916) 478-3629.

Approval Division	Phone/Email	TCO Approval Signature	Date
CCSD Fire Dept.	(916) 405-7100 www.cosumnescsd.gov/471/Fire-Prevention		
Planning Division	(916) 478-2265 planner@elkgrove.gov		
DS Engineering Division	(916) 627-3436 dengineering@elkgrove.gov		
Sac. County Environmental Health	(916) 875-8484 EMDinfo@saccounty.net		
Reason for denial:			
Approval:			

Flow Chart for CO Process

Option 1

Applicant obtains all required agency/division approvals prior to submitting CO Request

Completed CofO Request Form and all agency/division approvals to be submitted to Sarah Sandoval at ssandoval@elkgrove.gov for review and processing
***5 Business Day review and processing**

The coordinator will review and confirm all agency/division approvals submitted.

Applicant provided with a list of all outstanding items required from the Building Division. This may include, but is not limited to, any incomplete reviews, pending documentation, and any remaining fees.

If the project is deemed ready, Coordinator will coordinate and schedule the final CofO inspection with the building inspector.

Corrections required from the Building Inspector

Once corrections have been completed, the applicant must re-schedule the CofO inspection

CofO Inspection approved by the Building Inspector

Certificate of Occupancy Issued

Option 2

Applicant may request Building Division coordinate agency/division approvals or comments.
***Two-week review and response time**

The coordinator sends an internal request to all applicable divisions to either approve the Certificate of Occupancy (CofO) or provide a list of outstanding items to be returned to the applicant.

The Certificate of Occupancy (CofO) request has major conditions, outstanding items, and/or unaddressed corrections. CofO denied. An outstanding list of items will be provided to the applicant.

Applicant to submit another CofO request with coordinator once the minimum conditions and/or corrections are completed.

If the project is deemed ready, Coordinator will coordinate and schedule the CofO inspection with the building inspector.

Corrections required from the Building Inspector

Once corrections have been completed, the applicant must re-schedule the CofO inspection with the coordinator.

CofO Inspection approved by the Building

Certificate of Occupancy Issued