



DURHAM CITY-COUNTY INSPECTION DEPARTMENT
101 City Hall Plaza, Ground Floor, Suite 400, Durham NC, 27701
Phone: (919) 560-4144
FAX: (919) 560-4484
www.durhamnc.gov



SOP 12 (rev. 10/21/2019)

Fee: \$200

REQUEST FOR "PARTIAL OCCUPANCY"

Address: _____

Building Permit No.: _____

Date of Request: _____

Description of why this request is being made and description of areas to be occupied: (A floor plan of the building in question must be submitted with this request detailing the area(s) that are being requested to be occupied. Room names and numbers identified on the plan must be included in this description or described on an attachment. All areas requested to be occupied must be highlighted):

- Acknowledgement that any sprinkler system/smoke detection system/alarm system, etc., is operative and that this has been verified by the Fire Prevention Inspector or the engineer responsible for the design.
- Acknowledgement that it is clearly understood that the "unauthorized" areas cannot be occupied (occupied is defined by the State Building Code as follows: As applied to a building, shall be construed as though followed by the words 'or intended', arranged or designed to be occupied", and the Durham City-County Inspections Department views the presence of furniture, stock, etc., as occupancy).
- Acknowledgement that the areas being requested for occupancy have had all applicable final inspections approved (Building, Plumbing, Mechanical Electrical, Engineering Right-of-Way, Fire Prevention, Planning, and Transportation). Also, the Impact Fee (if required) must be paid and the landscaping complete or an approval landscaping relief letter on file in the City-County Planning Department.
- Acknowledgement that it is clearly understood that a final Certificate of Compliance cannot be issued for the complete project until all applicable trades (Building, Plumbing, Mechanical Electrical, Engineering Right-of-Way, Fire Prevention, Planning, and Transportation) have conducted and approved all of their respective final inspections.

- Acknowledgement that it is clearly understood that this Partial Occupancy Permit cannot occur until it is approved by all applicable trades and the **Partial Occupancy Placard** is issued.
- Acknowledgement that it is clearly understood that the Partial Occupancy Permit Application if not issued, will expire in 90 days and be voided.
- Acknowledgement that it is clearly understood that the Partial Occupancy Permit fee is non-refundable and non-transferable.
- Acknowledgement that it is clearly understood that the General Contractor is responsible for coordinating with all trades and scheduling all inspections online and takes full responsibility for all re-inspection fees that may incur.
- Acknowledgement that it is clearly understood that the Partial Occupancy Placard must be posted on the job site.

Payment for, and issuance of, a partial occupancy application facilitates scheduling of required inspections to obtain requested occupancy. By my signature below, I acknowledge and understand that NO occupancy can occur until all required disciplinary inspections and sign-offs are achieved, and a completed partial occupancy permit placard has been obtained and posted on the jobsite from the Durham City-County Inspections Department. You may also print the partial occupancy permit placard from our website.

We, the undersigned, have read and understand the requirements of this letter.

General Contractor: _____ Phone #: _____
 (Signature)

E mail: _____

Owner/Tenant: _____ Phone #: _____
 (Signature)

E mail: _____