

# CERTIFICATE OF OCCUPANCY

1. CERTIFICATE NUMBER

F - -

<b>2. PROPERTY NAME</b>		<b>3. PROPERTY ADDRESS</b>	<b>4. CITY, STATE, ZIP CODE</b>
<b>5. GSA PROJECT MANAGER</b>		<b>6. SPECIFIC AREA OF BUILDING FOR THIS CERTIFICATE</b>	
<b>7. APPROVED USES</b>		<b>8. PREVIOUS USES</b>	
<b>9. APPROVED OCCUPANCIES</b>		<b>10. PREVIOUS OCCUPANCIES</b>	
<b>11. TYPE: (Check One)</b> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Change of Occupancy <input type="checkbox"/>		<b>12. OCCUPIED AREA</b>	<b>13. DESIGN OCCUPANT LOAD</b>
<b>14. SPRINKLERS REQUIRED?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>15. SPRINKLERS INSTALLED?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>16. BUILDING CODE NAME AND EDITION</b>	<b>17. TYPE OF CONSTRUCTION</b>
<b>18. DESCRIPTION OF USE</b>			
<b>19. SPECIAL STIPULATIONS OR CODE MODIFICATIONS</b>			
This certificate ensures that all fire protection and life safety systems have been completed, inspected, successfully tested and approved for the specific area of the building specified above to provide a reasonable degree of safety to the occupants from fire and similar emergencies.			
<b>20. NAME OF GSA APPROVING OFFICIAL</b>		<b>21. SIGNATURE</b>	<b>22. DATE</b>

THIS CERTIFICATE IS VALID ONLY FOR THE PREMISES OF THE PROJECT ADDRESS

## Instructions for Completing the Certificate of Occupancy Form

Line 1 – Certificate Number: Begin with the letter “F” (for Final), followed by 8 digit GSA Building Number designation and certificate date (e.g., F-DC0031ZZ-01232006)

Line 2 – Property Name: List official building property name.

Line 3 – Property Address: List official property street address.

Line 4– City, State, Zip Code: List official property city, state and zip code.

Line 5 – GSA Project Manager: List name of GSA Project Manager for this project.

Line 6 – Specific Area of Building for this certificate: List the specific area of the building where this certificate applies.

Line 7 – Approved Uses: List the approved uses for this building.

Line 8 – Previous Uses: List the previous uses for this building.

Line 9 – Approved Occupancies: List the occupancies approved for use in this building (for example, Business).

Line 10 – Previous Occupancies: List the occupancies previously used in this building (for example, Business).

Line 11 – Type: Check the appropriate box for New Construction, Renovation or Change of Occupancy

Line 12 – Occupied Area (Square Feet): List the occupied area in gross square feet for the specific area of the building associated with this certificate.

Line 13 – Design Occupant Load: List the maximum number of occupants permitted by Code for the specific area of the building associated with this certificate. If the certificate is for a building with multiple areas/floors; provide the maximum number of occupants permitted by Code for each specific area/floor associated with this certificate.

Line 14 – Sprinklers Required: Check the appropriate box indicating whether sprinklers are required (Yes or No).

Line 15 – Sprinklers Installed: Check the appropriate box indicating whether sprinklers have been installed (Yes or No).

Line 16 – Building Code Name and Edition (at the time of contract award): List the applicable building code and respective edition in effect at the time of contract award (for example, 2006 ICC).

Line 17 – Type of Construction: List the type of building construction in accordance with the applicable building code (for example, Type IA).

Line 18 – Description of Use: Discuss how all portions of the building will be used.

Line 19 – Special Stipulations or Code Modifications – list any special stipulations or code modifications

Line 20 – Name of the GSA Approving Official: Identify the name of the GSA Approving Official (the GSA Regional Fire Protection Engineer).

Line 21 – Signature: The GSA Approving Official is to provide a signature.

Line 22 – Date: Date that the certificate was signed.