



# CITY PLANNING & DEVELOPMENT

Request for Certificate of Occupancy  
Information Bulletin No. 165

[kcmo.gov/planning](http://kcmo.gov/planning)

THIS FORM IS NOT REQUIRED to request a copy of a Certificate of Occupancy (C of O) for a project with a building permit. In that case, the C of O (where applicable) will automatically be forwarded by email to the Building Permit applicant upon final inspection approval. For questions, you may call the Inspection Division at (816) 513-1500.

## REQUEST FOR A COPY OF A CERTIFICATE OF OCCUPANCY

Address: \_\_\_\_\_ Suite or Floor Number: \_\_\_\_\_

Tenant Business Name: \_\_\_\_\_

Type of Use (e.g. restaurant, office, etc.): \_\_\_\_\_

Names of business(es) previously in this space and approximate dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer all questions below to indicate the reason for your request and complete all the following questions. An incomplete form will not be reviewed.

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is this a new building or for a building addition?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the existing space being renovated?  |
| <input type="checkbox"/> | <input type="checkbox"/> | The use of any existing space has changed (e.g. from office to a retail store)? |
|                          |                          | Please list any prior uses: _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | An existing use has expanded into an additional space?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Other? Please describe: _____   |
|                          |                          | _____   |

I certify that all information provided above is accurate to the best of my knowledge.

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_