

SJC CERTIFICATE OF OCCUPANCY Commercial Checklist – New Building



South Jordan City, or State, or other required agencies must approve this and site or portion thereof before occupancy is allowed. It is the responsibility of the General Contractor/Owner to obtain such approvals prior to final and or occupancy. Those agencies checked must visit the job site and determine compliance with their regulatory requirements. This checklist must be complete and signed by authorized personnel from such agencies and presented to the South Jordan City Building Inspector at final inspection and placed thereafter in the building permit records file. *Failure to complete requirements and obtain necessary signatures will result in delayed final inspection and occupancy of the structure.*

Name of business:	Address:	
Owner's Name:	Address:	Phone:
General Contractor:	Address:	Phone:
Permit #		

SOUTH JORDAN CITY DEPARTMENTS:

Community Development Greg Schindler gschindler@sjc.utah.gov	(801) 254-3742	Date:	Approval:
Fire Department	(801) 254-3742		Request the fire final inspection by emailing sjcinspections@sjc.utah.gov
Engineering Department Shane Greenwood sgreenwood@sjc.utah.gov	(801) 254-3742	Date:	Approval:
Public Works Department Brandon Crookston bcrookston@sjc.utah.gov	(801) 254-3742	Date:	Approval:
UPDES (SWPPP) Kevin Tate ktate@sjc.utah.gov	(801) 254-3742	Date:	Approval:
Utility Billing Joy Stirland jstirland@sjc.utah.gov	(801) 254-3742	Date:	Approval:
Business Licensing Ambra Holland aholland@sjc.utah.gov	(801) 254-3742	Date:	Approval:

OUTSIDE AGENCY:

State Elevator Inspector	(801) 530-6870	Date:	Approval:
State Boiler Inspector	(801) 530-7605	Date:	Approval:
Special Inspection Agency Salt Lake County Environment Health	(385) 468-3784	Date:	Approval:
Jordan Basin Improvement District Matthew Garn / matthewg@svsewer.com	(801) 571-1166	Date:	Approval: