

CHARLESTON TOWN CERTIFICATE OF OCCUPANCY TENANT FINISH CHECKLIST

Charleston Town, Wasatch County or other required agencies must approve this 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 Charleston Town 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 #

CHARLESTON TOWN DEPARTMENTS:

Planning, Building & Fire

Brian Preece 801-602-2117	Date	Approval
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Town Zoning Administrator 435-654-7177	Date	Approval
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Business License--Application submitted and complete Karen Mair 435-654-7177	Date	Approval
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OUTSIDE AGENCIES:

Wasatch County Health Department 435-657-3264		
Septic Tank:	Date	Approval
Food Service:	Date	Approval

Charleston Water Conservancy District Janet Winters 435-671-0430	Date	Approval
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Wasatch County Fire District Clint Neerings, Fire Marshal 435-671-1474	Date	Approval
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