

CHARLESTON TOWN CERTIFICATE OF OCCUPANCY NEW COMMERCIAL 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:
 OWNERS NAME: ADDRESS: PHONE:
 GENERAL CONTRACTOR: ADDRESS: PHONE:
 PERMIT #

CHARLESTON TOWN DEPARTMENTS:

Planning, Building & Fire

Brian Preece Date Approval
 801-602-2117

Town Zoning Administrator
 435-654-7177

Date Approval

Engineering Department
 Wes Johnson 435-654-2226
 Horrocks Engineers

Date Approval

Charleston Public Works Department
 Justin Hooper
 801-654-7177

Date Approval

Business License--Application submitted and complete

Karen Mair
 435-654-7177

Date Approval

OUTSIDE AGENCIES:

Special Inspection Agency

Company Name:
 Phone Number:

Date Approval

Wasatch County Health Department
 435-657-3264

Septic Tank:
 Food Service:

Date Approval
 Date Approval

Charleston Water Conservancy District

Janet Winters
 435-671-0430

Wasatch County Fire District
 Clint Neerings, Fire Marshal
 435-671-1474

Date Approval

State Elevator Inspector 801-530-6870

Date Approval

State Boiler Inspector 801-530-7605

Date Approval