



CITY OF ROCHESTER
BUILDING SAFETY DEPARTMENT
PLAN REVIEW & PERMIT SERVICES DIVISION
 2122 Campus Drive SE Suite 300
 Rochester, MN 55904
 Phone: 507-328-2600 Fax: 507-328-2601
 Office Hours: Monday – Friday 8 am – 5 pm
buildingsafety@rochestermn.gov
www.rochestermn.gov/BuildingSafety

COMMERCIAL BUILDING FINAL INSPECTION/CERTIFICATE OF OCCUPANCY CHECKLIST

BUILDING SAFETY DEPARTMENT – 507-328-2600		
Review on our Citizen Access public database at: https://aca.rochestermn.gov/citizenaccess/		
Electrical	<input type="checkbox"/>	All temporary and permanent services shall be inspected and final approved
	<input type="checkbox"/>	High and low voltage work shall be final inspected and final approved
Mechanical	<input type="checkbox"/>	All HVAC, gas piping and hydronic work shall be final inspected and final approved
	<input type="checkbox"/>	A Balance Report shall be submitted and approved by Building Safety
Plumbing	<input type="checkbox"/>	All plumbing work shall be final inspected and final approved
Building	<input type="checkbox"/>	All building work for which a permit has been issued shall be completed, final inspected and final approved
	<input type="checkbox"/>	A final inspection for CO/TCO shall not be scheduled or granted until all related trades are final inspected and final approved
	<input type="checkbox"/>	All Special Inspections and approved Summary Reports shall be submitted to Building Safety
	<input type="checkbox"/>	If an EIFS exterior product is installed, a certificate A & B shall be submitted
Multi-Family Apartments	<input type="checkbox"/>	Applications for rental certificates shall be submitted and paid in full
COMMUNITY DEVELOPMENT DEPARTMENT – 507-328-2950		
Zoning	<input type="checkbox"/>	All zoning requirements shall be final inspected and final approved
CITY OF ROCHESTER FIRE DEPARTMENT – 507-328-2800		
Fire	<input type="checkbox"/>	All Fire Department requirements shall be final inspected and final approved
OLMSTED COUNTY PUBLIC HEALTH DEPARTMENT – 507-328-7500		
OMCPHD	<input type="checkbox"/>	Where applicable, in occupancies where food is handled, the Health Services Department must grant final approval
MINNESOTA DEPARTMENT OF LABOR & INDUSTRY – 612-247-7170		
DLI	<input type="checkbox"/>	All elevators and lifts shall be approved by the State of MN DLI Elevator Safety Inspector
MINNESOTA DEPARTMENT OF AGRICULTURE – 651-201-6081		
MDA	<input type="checkbox"/>	This agency must approve where food products are handled or sold, not including businesses licensed by the Olmsted County Public Health. If you have questions, check with this agency prior to requesting a Certificate of Occupancy.

--A CERTIFICATE OF OCCUPANCY (CO) OR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)
WILL BE ISSUED THE NEXT BUSINESS DAY AFTER
 ALL REQUIRED APPROVALS HAVE BEEN ENTERED INTO THE COMPUTER RECORD--