



**City of Cleveland**  
**Department of Building and Housing**  
 601 Lakeside Avenue, Room 517, Cleveland, Ohio 44114  
**FINAL INSPECTION(S) SIGN-OFF FORM**

**NOTE: REQUEST THAT EACH INSPECTOR COMPLETES THE APPROPRIATE PORTION OF THIS FORM WHEN A FINAL INSPECTION IS MADE. PLEASE COMPLETE THE INFORMATION BELOW AND SUBMIT THIS FORM AS YOUR REQUEST FOR A CERTIFICATE OF OCCUPANCY, TO ROOM 517, CLEVELAND CITY HALL, 601 LAKESIDE AVENUE, CLEVELAND, OHIO 44114**

BUILDING PERMIT No. \_\_\_\_\_ PROJECT ADDRESS: \_\_\_\_\_  
 AREA TO BE OCCUPIED: \_\_\_\_\_  
 ISSUE TO: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email Address: \_\_\_\_\_

**THE GENERAL CONTRACTOR/OWNER IS RESPONSIBLE FOR ENSURING THAT ALL CONSTRUCTION WORK COMPLIES WITH PERMITS ISSUED FOR THIS PROJECT, AND ALL INSPECTION RESULTS (INCLUDING ANY REQUIRED SPECIAL INSPECTION REPORTS) ARE SUBMITTED TO THE CHIEF BUILDING OFFICIAL FOR APPROVAL.**

**NO REQUIRED INSPECTIONS WILL BE MADE BY CITY INSPECTORS IF PERMITS AND APPROVED PLANS ARE NOT CONSPICUOUSLY POSTED AND READILY AVAILABLE AT THE JOB SITE AND FURTHER, THAT WORK SHALL BE STOPPED IF SAID CONDITIONS ARE NOT MET.**

**THE GENERAL CONTRACTOR/OWNER MUST ENSURE THAT EVERY SUB-CONTRACTOR ARRANGES FOR ALL INSPECTIONS REQUIRED BY ALL OTHER CITY AGENCIES TO FINALIZE ALL PERMITS NECESSARY FOR THE COMPLETION OF THE PROJECT. HE/SHE IS ALSO RESPONSIBLE FOR SEPARATELY CONTACTING THE FIRE PREVENTION BUREAU FOR INSPECTION UPON COMPLETION OF ALL WORK.**

<b>BUILDING PERMIT(S) CONTACT INSPECTOR ON PERMIT. THIS INSPECTION IS MADE AFTER ALL OTHERS</b>			
Permit No(s)	Date Issued	Inspector (print/signature)	
_____	_____	_____	_____
( ) APPROVED FINAL	( ) APPROVED TEMPORARY*	( ) APPROVED PARTIAL*	DATE

<b>PLUMBING PERMIT(S) 216.664.3618</b>			
Permit No(s)	Date Issued	Inspector (print/signature)	
_____	_____	_____	_____
( ) APPROVED FINAL	( ) APPROVED TEMPORARY*	( ) APPROVED PARTIAL*	DATE

<b>H.V.A.C. PERMIT(S) 216.664.3618</b>			
Permit No(s)	Date Issued	Inspector (print/signature)	
_____	_____	_____	_____
( ) APPROVED FINAL	( ) APPROVED TEMPORARY*	( ) APPROVED PARTIAL*	DATE

<b>ELECTRICAL PERMIT(S) 216.664.2616</b>			
Permit No(s)	Date Issued	Inspector (print/signature)	
_____	_____	_____	_____
( ) APPROVED FINAL	( ) APPROVED TEMPORARY*	( ) APPROVED PARTIAL*	DATE

<b>FIRE PREVENTION PERMIT(S) 216.664.6664</b>			
Permit No(s)	Date Issued	Inspector (print/signature)	
_____	_____	_____	_____
( ) APPROVED FINAL	( ) APPROVED TEMPORARY*	( ) APPROVED PARTIAL*	DATE

**\*SEE INSPECTOR COMMENTS ON REVERSE SIDE**

