

Permit Number \_\_\_\_\_



Date Received: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**CITY OF BRUNSWICK  
CERTIFICATE OF OCCUPANCY/HOME OCCUPANCY APPLICATION**

**TYPE OF CERTIFICATE**       Certificate of Occupancy       Home Occupancy

**BUSINESS OWNER:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**BUSINESS PHONE NUMBER:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

**BUSINESS OWNER'S HOME ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**BUSINESS OWNER'S PHONE NUMBER:** \_\_\_\_\_

**BUSINESS OWNER'S EMAIL ADDRESS:** \_\_\_\_\_

**BUILDING INFORMATION**

Total Heated Square Feet \_\_\_\_\_      Is a fire sprinkler system installed? \_\_\_\_\_

Type of Construction \_\_\_\_\_

Signature \_\_\_\_\_      Print Name \_\_\_\_\_      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CITY OF BRUNSWICK CERTIFICATE OF OCCUPANCY

**Because of the many steps involved in this process, it is imperative that you read the following instructions carefully to ensure that you fulfill the necessary requirements to receive a Certificate of Occupancy.**

## OBTAINING A CERTIFICATE OF OCCUPANCY, STEP BY STEP INSTRUCTIONS

1. Obtain a Certificate of Occupancy Application and a Signature form from the Building Permit Office at the City of Brunswick City Hall. You will fill out the Certificate of Occupancy Application and turn it in to the Permit Office and keep the signature sheet while you complete the following steps.
2. You may then visit the Planning Department on the second floor of the City Hall Building. They will review the property to ensure that there are no special conditions or variances necessary and that the property is properly zoned for the type of business. If there are no issues, they will sign the Planning and Zoning section of the signature sheet.
3. You will then visit The Joint Water and Sewer Commission at 1703 Gloucester Street and obtain the following signatures from the following departments:
  - Finance Department
  - The Compliance Coordinator
  - The Inspector
  - The Planning and Development Department

*(phone numbers for each department can be found on the signature sheet. Please do not hesitate to call if you have any questions).*

4. Once you have obtained signatures from Joint Water and Sewer, you can then return to the City of Brunswick Permit Office to schedule your inspections:  
**Please be aware that there is a \$175.00 inspection fee (\$100.00 for the building inspection, \$75.00 for the fire inspection). If you are applying for a Home Occupancy, you will only need to pay the \$100.00 Building inspection fee.**

You will need both a building and fire inspection for businesses at commercial properties, but only a building inspection for most home businesses. You can schedule all inspections with the Permit Technician at the City of Brunswick Permit Office.

5. You will then wait for your inspection date and time. You or a relevant person must be at the property to receive the inspectors and you must also have the signature form on hand for them to sign when the inspection is complete. **Please ensure that the building is set up as it will be upon opening; this means that all permanent or semi-permanent furniture and fixtures such as shelving and desks should be installed prior to inspection.**
6. After you have received all your signatures, you will be contacted by the City of Brunswick Permit Office when your Certificate of Occupancy is ready to pick up. You must bring the signature form with all the relevant signatures to obtain the certificate.

If you have any questions or concerns, contact the Permit Technician at 912-279-2656 or email [tneal@cityofbrunswick-ga.gov](mailto:tneal@cityofbrunswick-ga.gov)



# CITY OF BRUNSWICK CERTIFICATE OF OCCUPANCY

**ADDRESS:** \_\_\_\_\_

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## PLANNING AND ZONING

- 1** Before you can obtain any other signatures, you must first verify that the type of business you wish to open does not require any special conditions or variances and that the location is suitable. You can do this by visiting the planning manager at the city of Brunswick city hall.

Planning and Zoning

\_\_\_\_\_  
Planning Department  
(912) 267-5593

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## JOINT WATER AND SEWER

- 2** Visit the joint water and sewer building at 1703 Gloucester street and obtain those signatures before returning to the City of Brunswick Permit Office. If you are applying for a *Home Occupancy*, you may skip this step and move to the 3<sup>rd</sup> section - INSPECTIONS.

\_\_\_\_\_  
Finance Department  
(912) 261-7139

\_\_\_\_\_  
Industrial Pretreatment/Compliance Coordinator  
(912) 261-7143

\_\_\_\_\_  
Backflow Inspection/JSWC Inspector  
(912) 261-7142

\_\_\_\_\_  
Planning and Development  
(912) 261-7121

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## INSPECTIONS

- 3** Once you have obtained all of the above signatures, you may return to the city of Brunswick permit office and schedule an inspection.

Building Inspection

\_\_\_\_\_  
Building Inspector

Fire Inspection

\_\_\_\_\_  
Fire Inspector

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## GEORGIA DEPARTMENT OF PUBLIC HEALTH

If you require Permission from the Health Department for Food, Alcohol, or Medical Related Businesses, please take this signature form to the Georgia Department of Public Health after receiving **ALL** other signatures.

Georgia Department of Health

\_\_\_\_\_  
Health Inspector  
912-279-1219

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912-279-2656 or email [tneal@cityofbrunswick-ga.gov](mailto:tneal@cityofbrunswick-ga.gov)