



City of Kalispell Building Department  
201 1st Ave E - (406) 758-7730

### Certificate of Occupancy Procedure

<b>Project Name:</b>	
<b>Project Address:</b>	

The City of Kalispell's policies and procedures require that a project be inspected and approved by various city departments before a certificate of occupancy can be issued. When you contact the Building Department and request a final inspection the building department notifies the other departments who then have five working days to inspect your project, approve or disapprove the work and notify the Building Department. If you wish to know the status of or coordinate a particular aspect of your project please contact the appropriate department/person listed below. It is your responsibility to work with the various departments to do what is necessary to get your project approved. When all departments have approved the project and notified the Building Department, the Certificate of Occupancy will be issued.

**Below is the list of departments which must give their approval in order for a Certificate of Occupancy to be issued.**

DEPARTMENT	GENERAL AREAS INSPECTED	CONTACT INFORMATION
<b>BUILDING</b>	BUILDING, PLUMBING, MECHANICAL, ACCESSABILITY, ENERGY, LIFE SAFETY	<b>Dale Westphal 406-270-8384</b>
<b>BUILDING/ FIRE</b>	FIRE, SPRINKLERS, FIRE ALARMS, ALTERNATE FIRE SUPPRESSION SYSTEMS, LIFE SAFETY	<b>Gary T. Hoes 253-3353</b>
<b>PARKS</b>	TREES, LANDSCAPING, PARK LAND, BIKE PATHS	<b>Chad Fincher 758-7960</b>
<b>ZONING</b>	PARKING, ARCHITECTURAL REVIEW, OUTDOOR LIGHTING, FLOODPLAIN, SIGNS, CUP, PUD	<b>P.J. Sorensen 758-7732</b>
<b>PUBLIC WORKS</b>	STREETS, SIDEWALKS, ACCESS, SLOPES, DRAINAGE, WATER & SEWER, RIGHT-OF-WAY	<b>Mark Crowley 758-7776</b>
<b>FIRE</b>	FIRE LANES, ACCESS, HYDRANTS	<b>Dave Dedman 758-7763</b>