

#### **Subd. H. Certificate of Occupancy.**

1. No person may change the use of any land except for construction of essential services and transmission lines or occupy or utilize a new structurally altered building (except single-family detached dwellings or their accessory buildings or private garages in any district) or change the use of any building after the effective date of this ordinance unless they have first obtained a certificate of occupancy.
2. Application for a certificate of occupancy for a new building or for an existing building which has been so altered or the reuse of any land may be filed with the Building Official any time after the application for a building permit. The Certificate of Occupancy shall be issued within ten (10) days after the construction or alteration of such building or part thereof or site has been completed in conformity with the provisions of this ordinance and building code. The Building Official shall require an as-built certificate of survey prior to issuance of a Certificate of Occupancy as a means of verifying that construction and site grading has been completed in full conformance of City approvals and City regulations. Pending the issuance of said certificate, a temporary certificate of occupancy may be issued, subject to the provisions of the building code and zoning ordinance for a period not to exceed twelve (12) months during the completion of the erection or the alteration of such a building. The temporary certificate shall not be construed as in any way altering the respective rights, duties or obligations of the owners or of the community relating to the use or occupancy of the premises or any other matter, except under such restrictions and provisions as will adequately insure the safety of the occupants. Prior to issuance of a temporary occupancy permit, the City may require the applicant to furnish an escrow equal to one hundred fifty (150) percent of unfinished improvements required as part of a development application. The use of any structure for which a building permit is required or the use of any land shall be considered a violation of this ordinance unless a certificate of occupancy has been issued.
3. Application for a certificate of occupancy for a new use of land shall be made to the Building Official before any such land shall be so used. Such certificate of occupancy shall be issued within ten (10) days after this application if the use is in conformity with the provisions of this ordinance.
4. A record of all certificates of occupancy shall be kept on file with the City.