



## Electrical Division Certificate of Occupancy Signoff Request

BIS Job Number	Electrical Division Control Number	Electrical Division CO Control Number

### **1. Status of Work**

- Electrical work is complete                       No electrical work was done. Requesting waiver of Electrical CO Signoff (Alt 1 only)

### **2. Building Information**

Address: \_\_\_\_\_

Entire building:  Yes

No    If "No" indicate Floors and/or Apt number(s) where work was done:

Floors \_\_\_\_\_                      Apartment number(s) \_\_\_\_\_

If commercial, list type \_\_\_\_\_

### **3. Contact information** (if the Electrical Division needs information about this request):

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Important Note:** You can expedite the Electric CO Signoff process by including the Electrical Control Number on the CO Application (PW-6). An Electric CO Signoff request will occur automatically (you will not need to submit this form) if the CO application (PW-6) includes the Electrical Control Number(s) *and* the electric work is completed when the CO Application is submitted.