



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.