

Furniture/Garage Storage Letters

- Not accepted if using Private Provider
- Customer's to be informed they must be ready for C/O within 30 days
- Submitted on our standard form:
 - O/B's may only use Garage Storage form
 - Contractor's use Furniture Letter form
- In the C/O New Construction inspection tab in CRW:
 - Add note "Received from _____ at the counter and submitted for review."
- Date stamp form/initial
- Place in the C/O Request bin

Once the Building Official has reviewed the request, they will add their decision notes (approved/denied) to the C/O New Construction inspection tab and return the form to the CO desk. This note lets staff and customers know the decision and it will print on the inspection ticket.