**The City of**

ENGINEERING DIVISION

 Brandon Bundy, City Engineer

CURRENT PLANNING DIVISION

Kellie Gilles, Current Planning Manager

COMPREHENSIVE PLANNING

Petya Stefanoff, Comprehensive Planner

BUILDING INSPECTION DIVISION

Christine Brakefield, Building Official

GIS DIVISION

Greg Hakman, GIS Coordinator

ENGINEERING DIVISION

 Patrick Menefee, City Engineer

CURRENT PLANNING DIVISION

Kellie Gilles, Current Planning Manager

COMPREHENSIVE PLANNING

Julie Shannon, Comprehensive Planner

BUILDING INSPECTION DIVISION

Charles Belk, Building Official

GIS DIVISION

Kathy Spivey, GIS Coordinator

ENGINEERING DIVISION

 Patrick Menefee, City Engineer

CURRENT PLANNING DIVISION

Kellie Gilles, Current Planning Manager

COMPREHENSIVE PLANNING

Julie Shannon, Comprehensive Planner

BUILDING INSPECTION DIVISION

Charles Belk, Building Official

GIS DIVISION

Kathy Spivey, GIS Coordinator

**MIDWEST CITY**

**COMMUNITY DEVELOPMENT DEPARTMENT**

ENGINEERING DIVISION

 Patrick Menefee, City Engineer

CURRENT PLANNING DIVISION

Kellie Gilles, Current Planning Manager

COMPREHENSIVE PLANNING

Julie Shannon, Comprehensive Planner

BUILDING INSPECTION DIVISION

Charles Belk, Building Official

GIS DIVISION

Kathy Spivey, GIS Coordinator

Billy Harless, Community Development Director

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A Certificate of Occupancy must be obtained by the tenet/proposed business prior to occupancy of the building. To receive a Certificate of Occupancy (CO) for a non-residential project all approved final inspections must be received; final approvals include the following: Building Permits, Planning Department, Public Works Department, Engineering Department, Fire Department, Utility and Sanitation Departments and Health Department if applicable. A brief description of inspection items are listed below. Depending on the scope of work, additional inspections or on-site inspections may be required. Please note the inspection items listed may not be a comprehensive list of inspection items for your specific project, additional items may be required.

**All inspections (except for Health Department) are scheduled through the**

**Permit Clerk (405)739-1210 or (405)739-1211.**

**Building Department**

Building and trade final inspections must be completed prior to scheduling Certificate of Occupancy inspections. A building inspection must be completed for the Certificate of Occupancy. All new construction will require on-site drainage inspections that will include engineering, water meter, manhole, and stormwater. Additionally, all outstanding permit fees must be paid prior to the Certificate of Occupancy.

**Planning Department**

Planning Department inspection items include the parking lots and associated improvements, lighting, dumpster enclosures, exterior elevations and landscaping. New construction & some remodels will require on-site inspections.

**Engineering Department**

Engineering Department inspection items include the approaches and sidewalks, drainage, and other associated public improvements. All public improvements must be received and accepted prior to Certificate of Occupancy including an on-site inspection.

**Fire Marshal**

Fire Marshal inspection items include items such as emergency lights, exit lights, life safety plan, fire alarm testing, fire extinguisher testing, fire suppression testing, and fire lane striping and signage. An on-site inspection by the Fire Marshall must be approved prior to Certificate of Occupancy.

**OMMA/ABLE**

Inspections and licenses through other State agencies such as ABLE or OMMA may be required. These inspections and licenses must be scheduled and obtained through the appropriate agencies.

**Customer Service**

City utility services and licenses, if applicable must be obtained. A city health/food service license will also be required for your business (if you will be selling food, including pre-packaged food). The city health/food service license is granted though the City Clerk’s office at (405)739-1252 or online at <https://midwestcityok.org/165/Health-License>

**State/County Health Departments**

State or Oklahoma City-County Health Department inspection and approval is required prior to issuance of a Certificate of Occupancy if you will be selling food, including re-packaged food or otherwise require approval from the Health Department. Inspections must be scheduled with the health department directly. Contact: State (405)271-5600, City-County (405)425-4348

This list is to serve as a guideline; each situation may require additional inspections or licenses prior to being issued a Certificate of Occupancy.