

**How to know if Occupancy and/or Final Routing should be requested**

Occupancy is approving the Building/Structure for Occupancy. A Certificate of Occupancy (CO) is needed for New Commercial Construction, buildings with 3 or more units and buildings that are 3 or more stories. **These all require requesting Final Routing AND Occupancy.**

Please allow 3-4 weeks from Occupancy request to Certificate of Occupancy (this timeline varies by project).

A Certificate of Occupancy is also needed for a Change In Use and requires requesting Occupancy only.

**What to do before making the request for Final Routing/Occupancy**

1. Check to see if an Improvements Agreement is needed.
  - a. If some minor site improvements such as landscaping and hardscape items are not complete at the time of your request for Occupancy or Final Routing, an Improvements Agreement (IA) can be used to financially guarantee the completion of the required improvements.
  - b. IA approval takes an average of two to three weeks to process from the time all the required documents are submitted.
2. Make sure you have Certification Letters
  - a. Certification Letters are required from each project’s architect, civil engineer, and landscape architect or design professional to confirm that all work has been inspected and completed according to the approved plans and specifications. The certifications must be submitted to the Community Development Department and the Planner assigned prior to the city’s site inspections.
3. Review [the Engineering Infrastructure Close-Out](#) Process.

**What is Final Routing and how to be prepared**

Final Routing must be conducted for building permits that have previously gone through a Planning/Zoning Review for a Site Plan, CCOA, Final Plat, or PDZ. **This step precedes occupancy.** Final Routing must precede occupancy for single family homes, townhomes or duplexes within a subdivision that went through Site Plan Approval.

See each departments’ inspection scope below to know if you are prepared to request Final Routing:

<p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>• Exterior of the building is completed to the approved architecture plans with no changes or modifications to the design, materials, lights, etc.</li> <li>• Site is completed to the approved site plan with proper connections, parking, and site elements installed.</li> <li>• Landscaping and open space is installed per the approved plan.</li> </ul> <p>Contact: 406-582-2260 ext. 5 planningtech@bozeman.net</p>	<p><b>STORMWATER</b></p> <ul style="list-style-type: none"> <li>• If landscaping is complete, all temporary BMPS have been removed.</li> <li>• If landscaping is not complete, temporary perimeter control BMPS remain in place.</li> <li>• Hardscapes are clean (sweeping/storm removal)</li> <li>• Post-construction feature is stabilized and restored to design capacity.</li> <li>• Potential stormwater contaminants are stored inside or under cover.</li> <li>• Site is free of trash, spills, leaks, or other harmful materials.</li> </ul> <p>Contact: 406-582-2916</p>	<p><b>ENGINEERING</b></p> <ul style="list-style-type: none"> <li>• Hardscaping, site stormwater and utilities are all installed.</li> <li>• Construction phasing is completed.</li> <li>• Street cuts, change to the Public Right-of-Way, and public infrastructure is completed and accepted.</li> <li>• Exterior public or emergency signage, including fire lanes, are installed.</li> <li>• All issues affecting public health and safety are addressed.</li> <li>• For specific requirements, visit the <a href="#">Infrastructure Close-Out</a> web page.</li> </ul> <p>Contact: 406-582-2280 engsubmittals@bozeman.net</p>
<p><b>WATER &amp; SEWER</b></p> <ul style="list-style-type: none"> <li>• Test results for the backflow prevention assembly(s) are always required for domestic service, and only required for fire service when applicable.</li> <li>• Water needs to be on and proper installation and inspection beforehand approved.</li> <li>• Backflow Prevention tools can be found on the Backflow Prevention Website.</li> </ul> <p>Contact: 406-582-3221 backflow@bozeman.net</p>	<p><b>WATER CONSERVATION</b></p> <ul style="list-style-type: none"> <li>• To review Landscape Design standards, please visit: <a href="http://www.bozemanwater.com">www.bozemanwater.com</a></li> <li>• Not applicable to Planning Applications that reached adequacy prior to June 15<sup>th</sup>, 2024.</li> </ul>	<p><b>FIRE &amp; BUILDING</b></p> <ul style="list-style-type: none"> <li>• When Final Inspections are requested, the Building Inspector and Fire Marshal will discuss any outstanding punch list items.</li> <li>• Building will be the last departments to sign off on a project per the Chief Building Official.</li> <li>• Continue to schedule outstanding or final Building and Fire Inspections via <a href="#">click2gov</a></li> </ul> <p>Contact: 406-582-2350 (Fire) 406-582-2375 ext. 1 (Building) building@bozeman.net</p>

Any changes from the approved planning application will require a Modification Application before Final Routing begins. Please visit the Development Center for access to forms and information. The Planning Division must approve any Modifications to the approved plan prior to sign-off.

**Frequently Asked Questions**

1. **Can I request Final Routing and Occupancy at the same time?**
  - a. Yes, if you need Final Routing and Occupancy, request both at the same time.
2. **Once I request Final Routing, what do I do?**
  - a. The Requestor will be cc’ed on an email for an introduction to the final routing process. The applicant can then reach out to each department once they are ready to have their inspection and confirm details of what they will be looking for. They should schedule a time for each department representative to visit the site when ready for inspection.
  - b. Keep requesting required inspections throughout this process. For sign off of final routing specifically, Fire and Building will be the last departments to sign off, since they are required for granting occupancy.
3. **How do I tell where I am at in the process?**
  - a. [Click2gov](#) can tell you the status of your final routing and occupancy. After you enter your permit number, under the “Plan Tracking Status”
4. **Uncertain whether a Final Routing or Occupancy request is needed?**
  - a. The Building Division, within the Community Development Department, handles all final routing/occupancy requests and routing. Contact them for further guidance at [building@bozeman.net](mailto:building@bozeman.net), 406-582-2375, option 1, or the second floor of the Professional Stiff Building 20 E. Olive St. Bozeman, MT.