



Riverton City
12830 South Redwood Road
Riverton, Utah 84065
801-254-0704 / Fax: 254-6496
Building Department: 208-3138

Certificate of Occupancy Commercial Checklist

Riverton City and all applicable agencies must approve the structure and site, or portion thereof, before occupancy is allowed. Riverton's Building Official will mark on this form which inspections are required for your project.

It is the responsibility of the General Contractor/Owner to obtain all approvals prior to the final inspection. The inspectors below must visit the job site and/or determine compliance with their regulatory requirements, and the Building Official must receive electronic approval notification prior to issuance of Certificate of Occupancy.

Failure to obtain necessary inspections or approvals will result in delayed Occupancy of the structure.

Project Name: _____ Permit # _____

Required	Department or Agency	Sign-off Method
Y / N	Public Works-Bonding Nathan Page: (801) 208-3136 npage@rivertonutah.gov	Riverton City Staff Call or email each City Employee to the left to schedule an inspection or sign-off. Give the city employee the Project Name, Permit number, and tell them it is for C of O sign-off. City employees will sign-off on your inspection in the city's permitting software. Ask the city employee to email you a copy of the inspection report.
Y / N	Planning Department Tim Prestwich: (801) 208-3124 tprestwich@rivertonutah.gov	
Y / N	LTSWMP Tom Beesley: (801) 208-3152 tbeesley@rivertonutah.gov	
Y / N	LDP & SWPPP Jacob Kelsch: (801) 208-3103 jkelschl@rivertonutah.gov	
Y / N	Engineering Inspection Shirleen Boska: (801) 208-3138	
Y / N	Water Inspection/Meter Set Kenzie McDonald: (801) 208-3150	
Y / N	Fire Department Dave Mills: (801) 631-7083 dmills@unifiedfire.org	
Y / N	Backflow Technician Austin Bryson: (801) 208-3112 Jesse Evans abryson@rivertonutah.gov jevans@rivertonutah.gov	
Y / N	Jordan Basin Improvement Dist. Colleen Thompson (385) 202-2778 colleent@jbidut.gov	Email the Inspection Approval Letter to msmith@rivertonutah.gov
Y / N	Salt Lake County Health Dept. (385) 468-4100	Email the Inspection Approval Letter to msmith@rivertonutah.gov
Y / N	State Boiler Inspector (801) 530-6850 or (801)-530-6874	Email the Inspection Approval Letter to msmith@rivertonutah.gov
Y / N	State Elevator Inspector (801) 530-6850	Email the Inspection Approval Letter to msmith@rivertonutah.gov
Y / N	Special Inspection Agency *As Needed*	Email Conclusion Letter to msmith@rivertonutah.gov

