



**City of Kalispell Building Department
201 1st Ave E - (406) 758-7730**

Certificate of Occupancy Procedure

Project Name:	
Project Address:	

The City of Kalispell's policies and procedures require that a project be inspected and approved by various city departments before a certificate of occupancy can be issued. When you contact the Building Department and request a final inspection the building department notifies the other departments the day of the inspection who then have five working days to inspect your project after, approve or disapprove the work and notify the Building Department. If you wish to know the status of or coordinate a particular aspect of your project, please contact the appropriate department/person listed below. It is your responsibility to work with the various departments to do what is necessary to get your project approved. When all departments have approved the project and notified the Building Department, the Certificate of Occupancy will be issued.

Below is the list of departments which must give their approval in order for a Certificate of Occupancy to be issued.

DEPARTMENT	GENERAL AREAS INSPECTED	CONTACT INFORMATION
BUILDING	BUILDING, PLUMBING, MECHANICAL, ACCESSABILITY, ENERGY, LIFE SAFETY	Dale L. Westphal 270-8384 dwestphal@kalispell.com
BUILDING/ FIRE	FIRE, SPRINKLERS, FIRE ALARMS, ALTERNATE FIRE SUPPRESSION SYSTEMS, LIFE SAFETY	Gary T. Hoes 253-3353 gthoes@kalispell.com
PARKS	TREES, LANDSCAPING, PARK LAND, BIKE PATHS	Chad Fincher 758-7960 cfincher@kalispell.com
ZONING	PARKING, ARCHITECTURAL REVIEW, OUTDOOR LIGHTING, FLOODPLAIN, SIGNS, CUP, PUD	Kari Barnhart 758-7941 kbarnhart@kalispell.com
PUBLIC WORKS	STREETS, SIDEWALKS, ACCESS, SLOPES, DRAINAGE, WATER & SEWER, RIGHT-OF-WAY	Mark Crowley 758-7776 mcrowley@kalispell.com
FIRE	FIRE LANES, ACCESS, HYDRANTS	Dan Pearce 758-7763 dpearce@kalispell.com