

How to...

Print a Certificate of Occupancy



Background

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Who will issue the Certificate of Occupancy?

A Certificate of Occupancy (CoO) will be issued by either the council or the building certifier. If you enter a contract with a licensed builder, you should discuss this issue with them and have your choice documented as part of the contract.

On completion of the building work, the building developer (or yourself as an owner-builder) will submit the last building notification to the relevant council or building certifier, including the completed Statement of Compliance.

The receipt of the Statement of Compliance will 'trigger' either the council or the building certifier to issue the Certificate of Occupancy.

What is the timeframe to issue a Certificate of Occupancy decision?

The timeframe for issuing a Certificate of Occupancy is five business days and 20 business days if a report from a fire authority is necessary (Class 1b, 2 to 9s buildings only, if applicable).

Related Instructions

- [Submit Building Notifications](#)

PlanSA support library [Certificate of Occupancy](#)

- Submit Certificate of Occupancy Application
- Upload missing documentation and fire report
- Pay the Certificate of Occupancy Fee – Online

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Once a decision is made on the Certificate of Occupancy (CoO) application, an email is sent advising that the CoO for development application has been issued and available from the Documents tab within the CoO application.

1. Click on the **Documents** tab link within the email notification and follow the [Login to your development application](#) instructions.

Documents tab within the Certificate of Occupancy Application.', and 'Regards,'. A red circle with the number '1' is positioned over the 'Documents tab' link in the footer text." data-bbox="125 320 875 815"/>

PlanSA

Certificate of Occupancy Application 90 has been issued
Applicant: Penny Public
Address: 170 EAST TCE ADELAIDE SA 5000

This email is to advise that Certificate of Occupancy 90 for Development Application 21002933 has been issued.

The certificate is available from the [Documents tab](#) within the Certificate of Occupancy Application.

Regards,

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The **Documents** screen shows with documentation uploaded or generated throughout the assessment of your development application.

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2. Click on Certificate of Occupancy **document link** to download.

Development application: 21002933

Summary Documents Sharing access Building Notifications Certificate of Occupancy Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

☒ Application

☒ Planning Consent

☒ Building Consent

☒ Development Approval

Additional document filters

☐ Decision Documents

☐ Snapshots

☐ Invoices

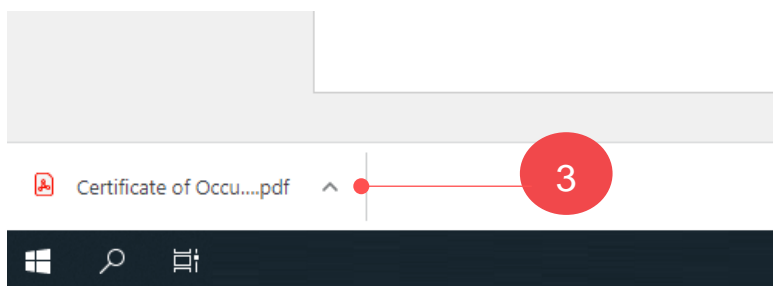
☐ Other Documents

Other

☐ Superseded

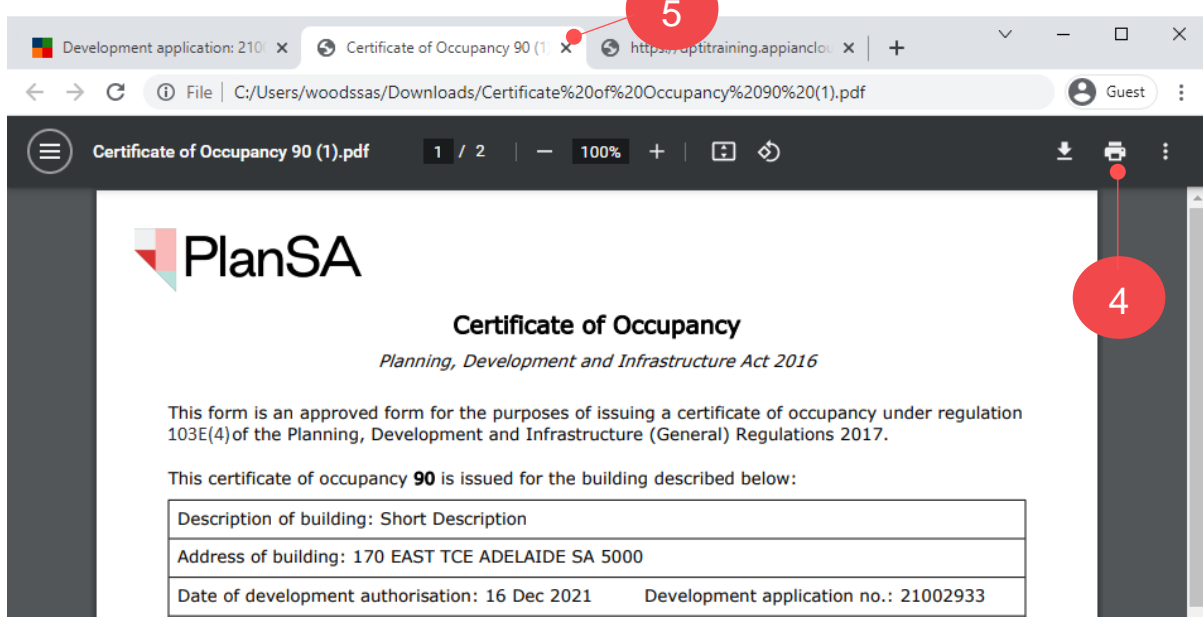
Document	Type	Date Created	Superseded
<input type="checkbox"/> * Certificate of Occupancy 90.pdf	Certificate of Occupancy	19 Jan 2022 11:21	

3. Click on **Certificate download** to open.



4. Print the Certificate of Occupancy (CoO).

5. Close 'x' the PDF tab when complete.



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The **Documents** screen shows.

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Development application: 21002933

Summary

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☐ Superseded

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<input type="checkbox"/>	* Certificate of Occupancy 90.pdf	Certificate of Occupancy	19 Jan 2022 11:21	

6. Click on the profile and then **Sign out** (as required).

