



January 1, 2026 – December 31, 2026

To Whom It May Concern:

Thank you for your recent inquiry in reference to information about a Certificate of Occupancy. Although the City of Indianapolis/Marion County does not currently issue a Certificate of Occupancy, Sections 536-301, 536-302, and 536-304 of the Revised Code of the Consolidated City of Indianapolis and Marion County require each permit holder to submit a Certificate of Completion and Compliance to the Department of Business and Neighborhood Services within fourteen (14) days after completion of the construction for which a building permit has been issued and prior to occupancy or use of the structure.

The Certificate of Completion and Compliance certifies that the obtainer of the building permit has agreed to the following:

1. They obtained the referenced building permit or are an employee of the obtainer, and
2. They are familiar with the construction accomplished pursuant to that permit, and
3. The construction has been completed with exceptions noted on the Certificate of Completion and Compliance, and
4. They are familiar with building standards and procedures applicable to such construction, and
5. To the best of their knowledge, information, and belief such construction has been performed in conformity with all building standards and procedures.

If a registered architect or registered engineer has properly executed and delivered or mailed an architect's or engineer's Certificate of Completion and Compliance pursuant to section 536-303 of the Revised Code of the Consolidated City of Indianapolis and Marion County, the structural permit holder shall not be required to file the Certificate of Completion and Compliance for the structural permit.

Failure to file a Certificate of Completion and Compliance within 30 days after a permit's expiration date will result in the assessment of an administrative fee.

"Permit and Case Research" is available to the public on the City of Indianapolis, Department of Business and Neighborhoods Services webpage located at <https://www.indy.gov/activity/apply-for-permits-online>. Additionally, all City/County Ordinances are available online at: <https://library.municode.com/in/indianapolis-marion-county/codes/code-of-ordinances>.

If you have questions, you may contact the Bureau of Construction Services at (317) 327-8938 or bns.constructionservices@indy.gov.

Sincerely,

/s/ Chris Freeman
Administrator, Bureau of Construction Services