

Certificate of Occupancy for Business License

If your business plans to occupy an existing commercial building in the City of Leeds "AS-IS", with no construction taking place, you will need to obtain a Certificate of Compliance for Business License (COBL) *prior* to applying for a Leeds [business license](#).

(If you are modifying the space, you will need a [commercial building permit](#) and will receive a final Certificate of Occupancy as part of that process. If the space will be new construction or a new development, please visit our "[Doing Business in Leeds](#)" for a comprehensive overview of the development and business process.)

Instructions to apply for a COBL:

- Complete the COBL application. (\$50.00 fee)
- Must have power on space/suite before scheduling inspection
- Schedule inspection with building inspections [here](#).
- Schedule inspection with fire department [here](#).
- If your inspection is approved, your certificate will be available the next business day after 9:00 a.m. If possible, call the building inspections office before arrival to ensure that your certificate is available.