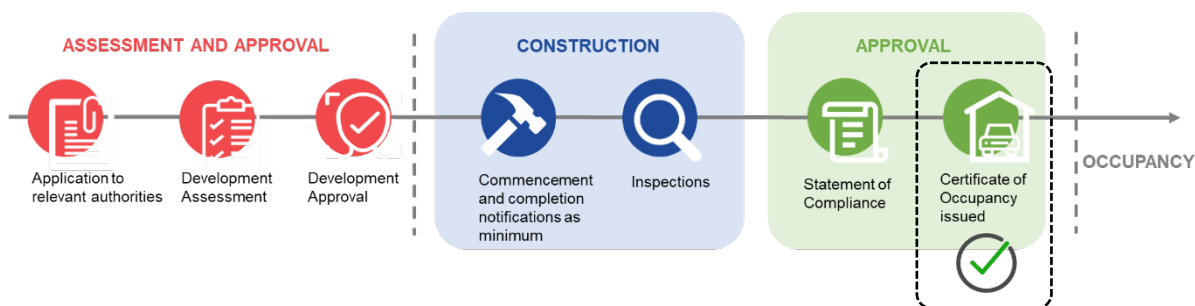


Background

1

Under the PDI Act, Class 1a buildings are now required to have a Certificate of Occupancy (CoO) prior to occupancy. These requirements can be found in section 152 of the PDI Act and regulation 103 of the *Planning, Development and Infrastructure (General) Regulations 2017* (Regulations). Occupation of a Class 1a building without a Certificate of Occupancy will attract a penalty of up to \$10 000.



Who will issue the Certificate of Occupancy?

A Certificate of Occupancy (CoO) will be issued by either the council or the building certifier who assessed the design of your home or addition and issued a building consent. If you enter into 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, 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. The PDI Act provides five days for the certificate to be issued.

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 2 to 9s buildings only, if applicable).

Related Instructions

- [Submit Building Notifications](#)

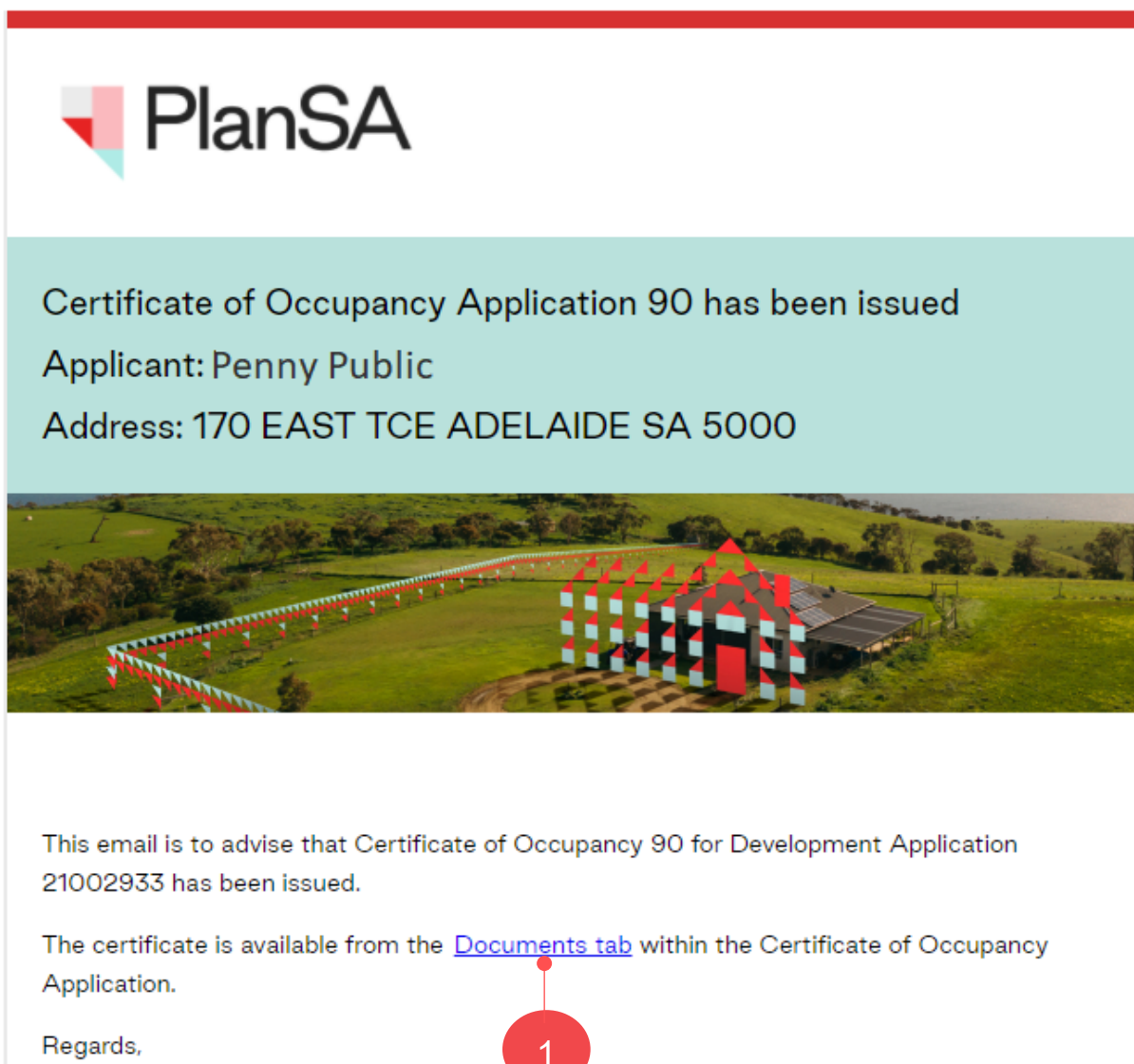
PlanSA support library [Certificate of Occupancy](#)

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

Print a Certificate of Occupancy

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.



How to... Print a Certificate of Occupancy



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

3

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.

Certificate of Occu....pdf

4. Print the Certificate of Occupancy (CoO).
5. Close 'x' the PDF tab when complete.

Development application: 21002933

Certificate of Occupancy 90 (1) x

https://opttraining.appianclo... x

File | C:/Users/woodssas/Downloads/Certificate%20of%20Occupancy%2090%20(1).pdf

Guest

Certificate of Occupancy 90 (1).pdf 1 / 2 100%

PlanSA

Certificate of Occupancy
Planning, Development and Infrastructure Act 2016

This form is an approved form for the purposes of issuing a certificate of occupancy under regulation 103E(4) of the Planning, Development and Infrastructure (General) Regulations 2017.

This certificate of occupancy **90** is issued for the building described below:

Description of building: Short Description	
Address of building: 170 EAST TCE ADELAIDE SA 5000	
Date of development authorisation: 16 Dec 2021	Development application no.: 21002933

How to... Print a Certificate of Occupancy



The **Documents** screen shows.

4

Development application: 21002933

Summary **Documents** Sharing access Building Notifications Certificate of Occupancy Related Actions

Document search

Search by Name
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Other

- Superseded

Document	Type	Date Created	Superseded
<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).

