How to…
Print a Certificate of Occupancy

Government of South Australia
Department for Housing
and Urban Development
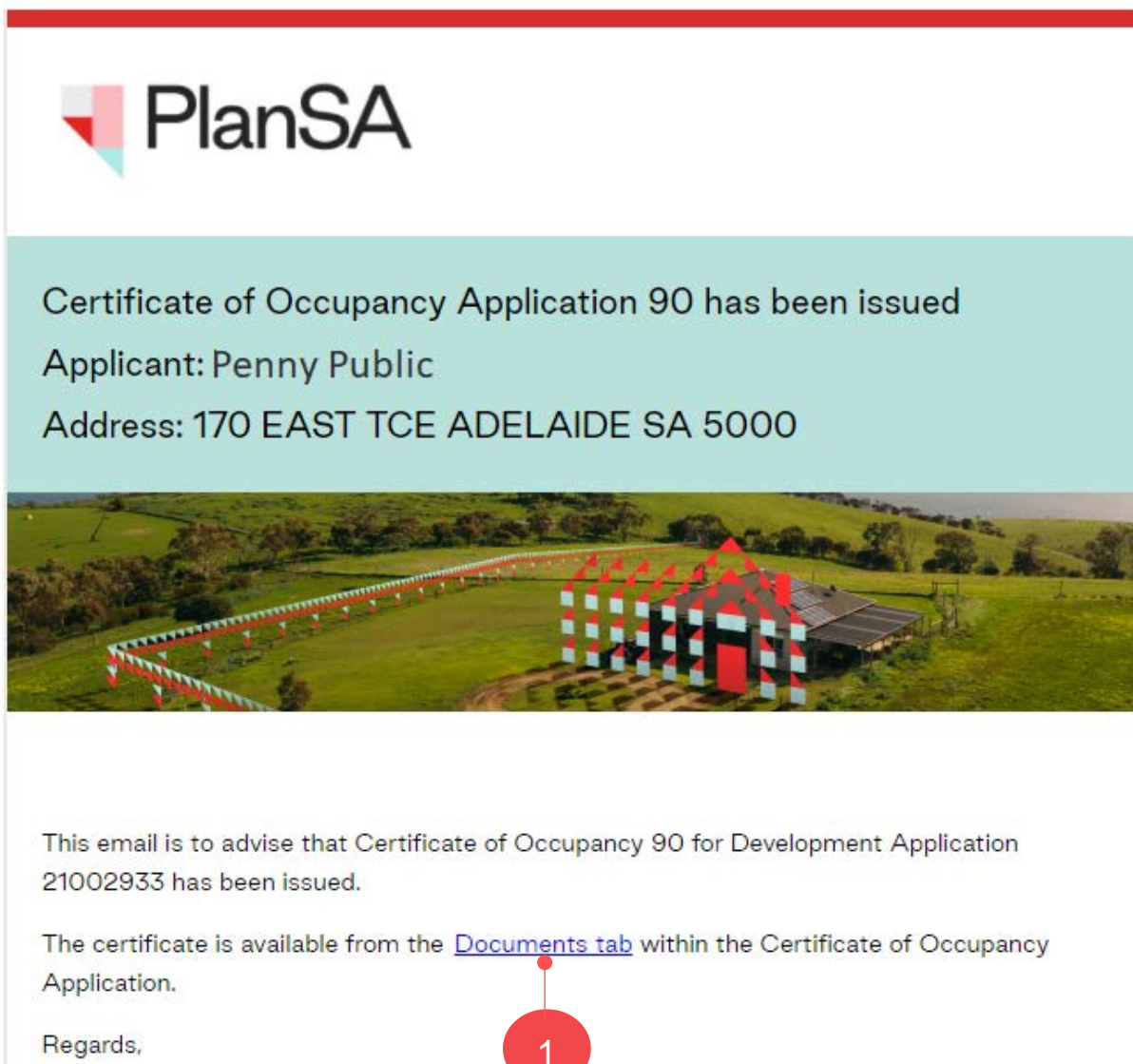
PlanSA

Version 1.4

PlanSA support library Certificate of Occupancy | PlanSA

- 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.

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.

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- ☐ Superseded

Document	Type	Date Created	Superseded
☐ * Certificate of Occupancy 90.pd	Certificate of Occupancy	19 Jan 2022 11:21	

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

📄 Certificate of Occu....pdf ∧

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4. Print the Certificate of Occupancy (CoO).

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

5

Development application: 210 | × | Certificate of Occupancy 90 (1) × | https://uptitraining.appianclou × | +

← → C | ⓘ File | C:/Users/woodssas/Downloads/Certificate%20of%20Occupancy%2090%20(1).pdf | 😀 Guest ⋮

☰ Certificate of Occupancy 90 (1).pdf | 1 / 2 | − 100% + | ⊡ ⟳ | ↓ 🖨 ⋮

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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

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The **Documents** screen shows.

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