



**School Building Authority of West Virginia**  
**David A. Sneed, Executive Director**

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School Building Authority of West Virginia  
**OCCUPANCY REPORT**

PROJECT NAME: \_\_\_\_\_

Dear \_\_\_\_\_:

On \_\_\_\_\_(date), a SBA representative conducted an on-site review of the above referenced project for the purpose of determining the suitability of the facility for occupancy by students and staff. Based on our observations, the SBA hereby releases the building for occupancy effective \_\_\_\_\_.

This SBA release to occupy the facility does not relieve the building owner, members of the design and construction team or any contractors from their responsibilities within the contract documents or SBA grant contract requirements regarding final completion of all work. Prior to occupying the facility, an Occupancy Permit must also be attained from the State Fire Marshal's Office.

Sincerely,

\_\_\_\_\_  
SBA Representative