

Information Sheet: Certificate of Occupancy

What is a Certificate of Occupancy?

A Certificate of Occupancy is a formal approval, in writing by the Building Code Official, that a specified structure is satisfactorily code compliant for inhabitants to occupy and to be utilized as intended per the approved use. A certificate of occupancy is required as a condition of a change in the use and occupancy of a space in accordance with the International Building Code. Certificates of Occupancy are also required for all new construction, additions, and in some cases alterations to existing structures. A certificate of occupancy may also be required for existing structures in which a certificate of occupancy was not issued at the original time of completion.

How to Obtain a Certificate of Occupancy

All building permits for new construction, additions, and for building permit applications that contain alteration to existing structures will automatically contain the certificate of occupancy included with the building permit application. For the structures that no certificate of occupancy was issued at original time of completion, a completed building permit application to obtain a certificate of occupancy will be required to be completed and submitted with the required filing fee.

Keys Items for Completion to Obtain a Certificate of Occupancy

I. Certificates of Occupancy for Completed Buildings

Prior to issuance of the Certificate of Occupancy, the following shall be ready, presented and completed:

- a. All work has been completed in accordance with the approved permits and plans.
- b. Required certifications, such as, but not limited to, sprinkler, standpipe, fire alarm, floodplain, and special inspections have been filed.
- c. All trade permits have had final inspections and the work authorized has been approved.
- d. All building smoke control systems have been tested and approved.
- e. For residential condominium construction, a separate Certificate of Occupancy shall be required for each individual unit.

II. Certifications and Documents

1. Fire Alarm Certification
2. Fire Suppression Certification
3. Special Inspection Final Compliance
4. Final Electrical Certification
5. Mechanical Balance Reports
6. Emergency Lighting
7. Emergency Generator Certifications
8. Domestic Water Sterilization Report
9. Elevator State Certification
10. Roof Certification