

### **A Certificate of Occupancy is Required for:**

1. A new building and/or structure
2. A new owner for an existing building, structure or business
3. A new use, tenant, or occupancy in an existing building, structure or tenant space
4. A remodeled, altered, or expanded building, structure or tenant space
5. A change in name of an existing business
6. A clean and show (temporary power for 90 days maximum issued only to building owner and/or property management company)
7. Other (identify), example: lot used for storage no structure on site, commercial parking lot, etc.

### **Certificate of Occupancy Application Process:**

#### **In conjunction with a current building permit:**

1. The owner and/or tenant must complete and submit a certificate of occupancy application which will be approved and issued upon construction completion, approval from all departments performing inspections and securing a building final from the Building Inspections Department and the Fire Marshal's office.

#### **All others:**

1. A completed application must be submitted to the Building Inspections Department along with any associated fees. (Fees are based on the square footage of the building)
2. Application will be reviewed by the Senior Planner to determine the zoning district the building is in and determine if your business type is an allowed use in that zoning district. (This may take up to 24-48hrs)
3. Once the zoning is verified you will be contacted to schedule a time and date for the Building Official and Fire Marshal to inspect the building.
4. If violations are noted during the inspection process a correction notice will be issued. Otherwise, application will be approved and a certificate will be issued upon successful completion of inspection.
5. You will be notified when your certificate is complete. You are required to post your certificate in a conspicuous location.