

## Certificate of Occupancy

All buildings, other than single family homes and duplexes, used or occupied as a commercial structure must have a Certificate of Occupancy (CO). A Certificate of Occupancy must be obtained before a commercial building or an individual lease space within a commercial building may be occupied, or if changes to an existing occupancy classification are made.

The certificate must be valid for the use of the building, space or portion thereof. The certificate is normally issued at the completion of new construction or when a remodel or change of use occurs. The type of proposed business and scope of construction will determine the type of permit, level of plans and what inspections are necessary. Please see the table below for additional information

Scope of Work				Requirements		
	Remodel/new construction	Change of Use <sup>1</sup>	Change Electrical service to New Tenant	Type of Permit Required	Type of Plans Required	Inspections required
New Tenant	No	No	No	Occupancy Existing Ordinance	None	No
New Tenant	No	No	Yes	Occupancy Existing Ordinance	None	Electrical only
New Tenant	No	Yes	Yes	Occupancy Change of Use	Floor Plan only	Full
New Tenant	Yes	Yes	Yes	Occupancy Change of Use	Complete Scope of Work	Full
First time finish out	Yes	No	Yes	Commercial Remodel Building Permit	Complete Scope of Work	Full
First time finish out	Yes	Yes <sup>2</sup>	Yes	Occupancy Change of Use	Complete Scope of Work	Full
Addition-expanding into adjacent tenant spaces	Yes	No	n/a	Commercial Remodel Building Permit	Complete Scope of Work	Full

Addition-expanding into adjacent tenant spaces.	Yes	Yes	n/a	Occupancy Change of Use	Complete Scope of Work	Full
Addition outside building footprint	Yes	No	n/a	Commercial Addition Building Permit <sup>3</sup>	Complete Scope of Work	Full
New construction	Yes	No	Yes	Commercial New Building Permit	Complete Scope of Work	Full

<sup>1</sup> Any building or lease space that does not have a current CO for the same use will be considered a change of use

<sup>2</sup> Shell buildings are assigned an occupancy at the time of construction, finish out work for occupancies that differ from the shell occupancy are considered a change of use.

<sup>3</sup> Commercial addition permits also require a separate commercial remodel building permit for alterations within the existing building.