
CERTIFICATE OF OCCUPANCY

After all required inspections have been completed, the building inspector may deliver a Certificate of Occupancy to the job site. The scope of construction work defines whether or not your construction project will require the issuance of a Certificate of Occupancy. The following instances will result in the issuance of a Certificate of Occupancy:

- **The first tenant build-out in a new shell building**
- **A change in square footage of an existing space**
- **A change in the building occupancy class of an existing space**

If you have questions about whether your project will result in the issuance of a certificate of occupancy, please ask your building inspector.

Note: Buildings or structures shall not be used or occupied until the building inspector approves the final inspection and approves the building for occupancy.

If the inspector finds that no hazard will result from the occupancy of a building or structure before it's completed, a temporary or partial Certificate of Occupancy may be issued. Please contact the Building Inspection Administrator to see if your project would be eligible for a temporary or partial certificate of occupancy.

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the building official.

Copies of existing Certificates of Occupancy are available in the Community Development Permit Center.