COMMUNITY DEVELOPMENT DEPARTMENT
Building & Safety Inspection Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

Certificate of Occupancy For Existing Tenant Spaces With No Changes

Policy and Procedure No.: **B-[08]-[24]** [July] 2009

Purpose

To establish a procedure for issuing a Certificate of Occupancy for B, A-2, M and S Occupancy Type businesses, where the exact use is easily determined and intends to occupy an existing tenant space, with a previously approved and finaled Tenant Improvement, of the same Occupancy Type and use.

Regulation

A Certificate of Occupancy (commonly referred to as a "C of O") certifies that the described tenant space complies with the requirements of the code for the intended use and occupancy, as required by chapter 1 Division II Sections 111 and 3408.1 of the 2010 Edition of the California Building Code (CBC). *It is unlawful to use or occupy a building or structure unless a certificate of occupancy has been issued for that use by the building official.*

Procedure for Obtaining a Certificate of Occupancy for Existing Tenant Spaces with No Changes

For businesses that intend to occupy an existing or already improved tenant space and the Occupancy Type and Use are the same and an approved and finaled Tenant Improvement (or T.I.) has been completed for the tenant space, there is an alternate method of obtaining a Certificate of Occupancy. The applicant may complete the necessary application, pay a $141.00 fee and request a Certificate of Occupancy Inspection. The Building Inspector will reference the approved documents on file to verify that no additional work or changes have been made to the tenant space since the approved T.I. was finaled. If no additional changes have been made, then a Certificate of Occupancy can be issued without plan submittal. If it is determined during the Certificate of Occupancy Inspection that there have been changes that require a building permit, then the applicant will be required to submit tenant improvement plans and follow the standard procedure for issuance of certificate of occupancy for commercial buildings/tenants. Refer to Policy# B-08-23 for specific T.I. submittal requirements.

Agency Approvals

For restaurants and similar food-handling establishments, written evidence of the final inspection / or health permit by the **San Joaquin County Environmental Health Division** (with Health Division letterhead) must be provided prior to issuance of Certificate of Occupancy.

Certificate of Occupancy Issuance

Once approvals have been granted by the agencies listed above, and the Building Inspector has verified that no additional work or changes have been made to the tenant space since the approved T.I. was finaled, the applicant may request a Certificate of Occupancy.

To request a Certificate of Occupancy please contact a Permit Technician at **(209) 333-6714** and arrange to pay a $71.00 administrative fee for the Certificate of Occupancy.; verification of approval from Fire Department, and San Joaquin County Environmental Health Division if applicable.

Posting Requirements

Once the certificate is obtained, it shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official. This posting makes it possible for the Building Inspection personnel as well as other agencies to determine whether the building is being used in compliance with the code.

Fees

There is an inspection fee of $141.00 due at time of application and an administrative fee of $71.00, due and payable at time of Certificate of Occupancy issuance.

A $71.00 charge is required for issuance of duplicate permanent C of O certificates.

Questions?

For additional information regarding research of certificate of occupancies, please contact or stop by the Building Inspection office located at:

Address: *221 West Pine Street*
Phone: ***(209) 333-6714***
Hours: *Mon through Fri, 8 am – 5 pm*