

## Certificate of Occupancy For Existing Tenant Spaces With No Changes

Policy and Procedure No.: **B-05-24**

November 2005 (Rev. July 2011)

### Purpose

The purpose is to establish a procedure for issuing a Certificate of Occupancy and Business License to a business with the same type of Occupancy and Use as the existing tenant such as B for Business and M for Mercantile. ***Please note that the previous tenant must have a current Business License and Certificate of Occupancy for his business before we can continue with this process.***

### Procedure

1. A floor plan should have your name, address and business name. It should show the size of the space in square feet, a note identifying what you would like to use the space for (real estate office, clothing store, and etc.) and a note stating that you are not modifying anything such as not changing any light fixtures, not moving any walls, not changing heating and water heating systems and not doing any work that would require a permit. **See handout for Construction Work Allowed Without a Permit.**

2. The Building Division will ask you to complete a permit application and pay a \$281 fee to cover administration and inspections. We will also ask you if there is a current Business License for the existing or new business.

3. The property owner will be required to provide a letter authorizing the new tenant or his representative to sign the permit document on his/her behalf.

If it is determined during the Certificate of Occupancy Inspection that changes have been made to the existing space that require a building or other type of permit, the applicant will be asked to submit plans and obtain approval for the improvement made to existing space.

Please see Policy #B-04-03 for the submittal requirements for a Tenant Improvement Permit and Certificate of Occupancy.

### Other Agency Approvals required in addition to the Building Division approval

A Business License is required. Please contact the **Planning Department** at **916-478-2265** for the procedures to obtain a Business License.

Please contact the **Consumnes CSD Fire Department** at **916) 405-7100** for a *Fire Department Permit Release letter giving authorization to occupy the building* prior to the Building Safety and Inspection Department approval to issue the occupancy permit. The Fire Department is located at 10573 E. Stockton Blvd.

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

### Certificate of Occupancy and Business license 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 existing tenant space and a Certificate of Occupancy and Business license had been issued for the existing space, the Building Division will process a **new** Certificate of Occupancy and approve the Business License for the new tenant.

### Posting Requirements

After you receive the Certificate of Occupancy and Business License from the City they shall be posted in a conspicuous place so everyone can see it while on future inspections.

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

**Address:** *8401 Laguna Palms Way*

**Phone:** *(916) 478-2235*

**Hours:** *Monday through Friday 8 am – 5 pm*

**Website:** *[www.elkgrovecity.org/building-permits](http://www.elkgrovecity.org/building-permits)*



## Application for a Certificate of Occupancy

Applicant: Fill in all applicable areas; please print clearly. Application Number \_\_\_\_\_ Intake Person (office use only) \_\_\_\_\_

**Applicant is:** Property Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Authorized Agent \_\_\_\_\_

### Project Identification

APN: \_\_\_\_\_

Job Address: \_\_\_\_\_ Suite or Space #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Occupancy Type(s) (check appropriate items)

Office \_\_\_\_\_ Mercantile \_\_\_\_\_ Factory \_\_\_\_\_ Apartment \_\_\_\_\_ Warehouse \_\_\_\_\_ Restaurant \_\_\_\_\_ Other \_\_\_\_\_

Description of Business: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Occupancy Square footage: \_\_\_\_\_ Is Bldg. Sprinklered? Yes \_\_\_\_\_ No \_\_\_\_\_ # of Stories: \_\_\_\_\_

### Property Owner's Name, Address, Phone Number

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Existing Tenant Name, Address, Phone Number

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### New Tenant Name, Address, Phone Number

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature** Printed Name Date

\_\_\_\_\_  
**Planning Representative (print name)** Signature for Approval Date

Please note that this information is available on an existing Certificate of Occupancy and Business License for the existing business and can be used for the new Business License and Certificate of Occupancy.