

Certificate of Occupancy For Existing Tenant Spaces With No Changes

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

November 2005(Rev. March 2007)

Purpose

To establish a procedure for issuing a Certificate of Occupancy for business of Occupancy Types B, A-3 and M, that intend to occupy an existing tenant space that previously housed the same Occupancy Type and same Use and has had a previously approved and finalized T.I.

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

An alternate method is offered for businesses that intend to occupy an existing or already improved tenant space and hope to occupy it without making any interior renovations. The following conditions shall already be in place and will require a field inspection by the City's Inspector:

- The Occupancy Type and Use are the same (example: from mercantile "M" to mercantile)

- An approved and finalized T.I. has been completed for the tenant space since July of 2002

Once it is verified that the Building Division is in possession of the city approved T.I. plans for the tenant improvements permitted and finalized since July of 2002, the applicant may complete the necessary application, pay a \$150 fee and request a C of O Inspection.

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 finalized Tenant Improvement (or T.I.) has been completed for the tenant space since July of 2002, there is an alternate method of obtaining a Certificate of Occupancy. The Building, Safety and Inspection Division are in possession of all city approved T.I. plans for tenant improvements permitted and finalized since July of 2002. The applicant may complete the necessary application, pay a \$150.00 fee and request a Certificate of Occupancy Inspection. The Building Inspector will reference the approved plans on file to verify that no additional work or changes have been made to the

tenant space since the approved T.I. was finalized. 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-04-03 for specific T.I. submittal requirements.

Agency Approvals

Applicants must contact the **Elk Grove CSD Fire Department** staff located at 10573 E. Stockton Blvd., at **(916) 405-7111** for their procedure for approving occupancy for existing unchanged tenant spaces.

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 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 finalized, the applicant may request a Certificate of Occupancy.

To request a Certificate of Occupancy please contact a Permit Technician at **(916) 478-2235** and arrange to bring a photocopy of the Building Job Card/Permit (front and back); verification of approval from Elk Grove CSD Fire Department, and Sacramento County Environmental Health Division and pay a \$100.00 administrative fee for the Certificate of Occupancy.

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 Safety & 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 \$150.00 due at time of application and an administrative fee of \$100.00, due and payable at time of Certificate of Occupancy issuance.

Questions?

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