



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

Certificate of Occupancy

The key document used to certify the legal use and occupancy of a building is called the “Certificate of Occupancy” (C of O). The document is issued by the Community Development Department, Building Division and describes how a building may be occupied, for example, a two-family home, a 40-unit multiple dwelling, or a store. A C of O is often required when selling a home, refinancing a mortgage, or when a business is re-occupied.

If planned construction is creating a new building, or will result in a change of use, egress, or occupancy to an existing building, a new or amended Certificate of Occupancy is necessary. Usually, the contractor’s or owner’s representative contacts the Building Division to arrange for its inspectors to perform the necessary construction, plumbing, and mechanical inspections.

The Certification of Occupancy will be issued when the completed work complies with the submitted plans and applicable laws, all paperwork is completed, all necessary approvals have been obtained from other appropriate City agencies, all fees owed to Community Development are paid, and all relevant violations are resolved. A new building cannot be legally occupied until a Certificate of Occupancy has been issued.