



Certificate of Occupancy (obtaining a copy)

Bulletin #48

For 2018 International Codes

This bulletin gives guidance when a business owner needs to apply for a replacement Certificate of Occupancy (CO) for a legally established occupancy.

If a fee is required, it will be added to the original building permit for payment.

Replacement Certificate of Occupancy for a Permit Issued Before June 2004

- Same business *with or without* a name change
- No change in the character of use
- No construction
- Minimum permit fee based on \$4,000 valuation
- Also, submit the following information:
 - A floor plan with all rooms dimensioned
 - The use of each room noted (i.e., office, storage, meeting, retail, restaurant)
 - Type of construction or at least the material used to construct the building (i.e., Walls: wood or steel studs, concrete, CMU; Roof: wood or steel trusses)
 - Site address and/or parcel number
 - Tenant name and description of the business (IE: Stuff 'n' Such, retail sales)
 - Does the space have fire sprinklers or alarm?

Replacement Certificate of Occupancy for a Permit Issued After June 2004

- Same Business **without** a name change
 - No change in the character of use
 - No construction
 - No charge for this replacement
- Same Business **with** a name change
 - No change in the character of use
 - No construction
 - Provide new business name and description of the business
 - Minimum permit fee based on \$2,000 valuation

Certificate of Occupancy for tenants that do not have a permit associated

- You must apply for a Commercial Tenant Improvement permit
- See [Bulletin 7](#) for guidance