

CERTIFICATE OF OCCUPANCY OR COMPLETION – WHICH ONE?

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II. CERTIFICATE OF OCCUPANCY – When is it needed?

As stated by the City of East Point’s Chief Building Official on the City’s website:

A building or structure shall not be used or occupied, and a change of occupancy of a building or structure or portion thereof shall not be made, until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code [IBC and IRC] or of other ordinances of the jurisdiction.

In addition, per the City of East Point Ordinance, Chapter 3, Article A. – Building Code, Sec. 10-3007 – Certificate of Occupancy (CO):

(a) Any owner, authorized agent, or contractor who desires to change the use of a building or structure shall first make application to the Chief Building Official, obtain the required permits, and obtain a certificate of occupancy prior to occupying said structure.

(b) A certificate of occupancy, indicating that a building, lot, and use comply with the building code and this Zoning Code and Development Regulations is required. Said certificate of occupancy shall be posted on site where it is visible for inspection and said certificate is required in advance of occupancy or use of:

- (1) A building hereafter erected;
- (2) A building hereafter altered;
- (3) A change of type of occupancy or use of any building or land; or
- (4) A change in ownership of a building, land, or business.

III. CERTIFICATE OF COMPLETION – When it is issued?

Per the City of East Point Ordinance, Chapter 3, Article A. – Definitions, Sec. 10-300 – Definitions:

(7) Certificate of completion (CC). A certificate of completion is issued for existing buildings which have completed permitted renovations and already have a (CO) on file.

SUMMARY CHART – DIFFERENCE BETWEEN CERTIFICATE OF OCCUPANCY AND COMPLETION

| Commercial CO | Residential CO | CC (Residential or Commercial) |
|---|---|--|
| <p>Issued for documenting erection of new and alteration of existing commercial and residential structures, its proper use in relation to Zoning, and it being deemed safe to occupy by the Chief Building Official and/or Fire Marshal.</p> | <p>Issued for documenting erection of new and alteration of existing residential structures, its proper use in relation to Zoning, and it being deemed safe to occupy by the Chief Building Official and/or Fire Marshal.</p> | <p>For all renovations of existing structures whereby a CO is not required, whereby square footage and use has not changed, and the location already has a CO on file.</p> |
| <p>In addition to above, the Commercial CO is issued for tracking ownership of commercial property, tracking tenant business occupancy and safety compliance for employees and/or public for business use at property. So, any of the below requires an issuance of a Commercial CO:</p> <ul style="list-style-type: none"> • New construction of commercial building or any accessory structures • Alteration of commercial building, such as removing a wall that changes occupied square footage. • An expansion of the commercial building • An expansion / combing of tenant spaces or reduction / consolidation of tenant spaces. • A tenant buildout to accommodate business use of tenant. • New ownership of single commercial building acting as landlord • New ownership of apartment complex acting as landlord • New business tenant in building or suite renting from landlord. | <p>As summarized above, the Residential CO is issued for:</p> <ul style="list-style-type: none"> • All new construction • Additions/reductions where occupied square footage changes • Alterations whereby configuration changes any changes in zoning use (i.e., as in from duplex to single family home, commercial to residential, etc....) | <p>For all renovations of existing structures whereby a CO is not required, whereby square footage and use has not changed, and the location already has a CO on file.</p> |

If a Building permit was applied for and issued, all Certificates can only be issued after the Building Final inspection has been approved.

If a permit was not required, as in the case of a submittal for Commercial Certificate of Occupancy due to change of ownership only, the CO can only be issued after the Certificate of Occupancy Inspection has been approved by the Building Official and the Fire Marshal.