



Department of Planning &
Community Development

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Certificate of Occupancy & Completion

Certificate of Completion

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

Certificate of Occupancy

A certificate of occupancy (CO) is 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.

Change of Occupancy: 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. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

Exception: Certificates of occupancy are not required for work exempt from permits in accordance with Section 105.2. of the 2018 IBC

Certificate issued

After the building official inspects the building or structure and does not find violations of the provisions of this code or other laws that are enforced by the department of building safety, the building official shall issue a certificate of occupancy that contains the following:

- The building permit number.
- The address of the structure.
- The name and address of the owner or the owner's authorized agent.
- A description of that portion of the structure for which the certificate is issued.
- A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
- The name of the building official.
- The edition of the code under which the permit was issued.
- The use and occupancy, in accordance with the provisions of Chapter 3 of 2018 IBC.
- The type of construction as defined in Chapter 6 of the 2018 IBC.

- The design occupant load.
- If an automatic sprinkler system is provided, whether the sprinkler system is required.
- Any special stipulations and conditions of the building permit.
- Certificate of Occupancy Application includes items to consider before a Certificate of Occupancy Inspection takes place.

Resource Links

[Certificate of Completion vs Occupancy Guide](#)

[Certificate of Completion](#)

[Certificate of Occupancy -Residential](#)

[The Commercial CO Process Guide](#)

[Certificate of Occupancy- Commercial](#)