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## ***Certificate of Occupancy Process Guidelines***

A City of Compton Certificate of Occupancy is issued when a Building Permit is inspected and approved per the applicable California Building Codes and applicable Federal and State Laws.

Per City of Compton Municipal Code Section 30-33, a Certificate of Occupancy is required for all new businesses located within the city boundaries.

### **30-33 CERTIFICATE OF OCCUPANCY.**

(C) Certificates of Occupancy shall state the address of use, type of use, the name, address and signature of the person conducting the use, name and address of the property owner, and the certification of the Building, Fire and Planning Departments clarifying that the use meets the requirements set forth in this section.

(Added by Ord. #1557, § 9177)

### ***How to obtain a Certificate of Occupancy:***

There are a few options to secure a Certificate of Occupancy, verify Certificate of Occupancy was issued

#### **1. If there is an existing Certificate**

- a. If no change of use a new Certificate can be issued to a new tenant
- b. Apply for a No-Work building permit (see handout to whom a permit may be issued)
- c. Pay required fees
- d. Schedule building Inspection
- e. Secure final approval from Inspector
- f. Apply for Certificate of Occupancy

#### **2. If there is no certificate**

- a. Does your business qualify for exemption of plans? ( floor plan and site plan)
- b. Your business requires plans and site plan submittal and no work is being performed
  - i. Prepare floor plans and site plan to a legible scale (one set of plans only)  
Minimum size paper 11"x17", plans must be legible, larger size will be required based on legibility of the plans.

If there is no Certificate of Occupancy on file, a new building permit application is required to be processed. This process can be accomplished as follows:

## If no work is performed:

- ☐ Complete the building permit application
  - Permit can be issued to the property owner, legal representative, or
  - State License Contractor
- ☐ (1) sets for plans, Plans shall include a site plan and floor plan. Plans must be to scale, minimum size paper 11" x 17", properly scaled, must be dimensioned.
- ☐ Submit building application and pay for plan review fees
- ☐ Pay for permit fees (after plan review approval, sometimes this transaction is concurrent)
  - Permit can be issued to the legal property owner or their legal authorized agent, (notarized letter is required)
- ☐ Site plan shall include the following information:
  - Legal description of the property
  - Name of property owner
  - Building Occupancy and Occupant Load
  - Construction type
  - All building boundaries
  - Parking layout, including ADA parking stalls
- ☐ Floor plan
  - Show walls (double wall lines)
  - Show location of all fixtures
  - Show windows and doors
  - Indicate use of each area
  - Indicate floor area
  - Exit plan, egress path of travel
- ☐ After the completion and approval by the building inspection, the proposed can apply for a new Certificate of occupancy

## If work is performed:

- ☐ Submit two complete sets of plans that include all proposed improvements
  - Obtain Planning department approval prior building submittal
  - Building
  - Electrical
  - Mechanical
  - Plumbing
  - Energy Code compliance
- ☐ Submit three sets for plan check to fire department
- ☐ Obtain approval of other required agencies.
- ☐ After plans are review and approved by all required departments a building permit will be issued to a state license contractor.
- ☐ After the completion and approval of the building inspection, the proposed tenant can apply for a new Certificate of occupancy

**After the successful completion of your building permits, you will apply for the Certificate of Occupancy, complete the application, attach copy of your building sign off card, and the SCAQMD application provided in your package.**