

CERTIFICATE OF OCCUPANCY FLOW CHART

EXISTING BUILDING WITH SAME USE AS PREVIOUS BUSINESS

EXISTING BUILDING: PERMIT NOT REQUIRED

- Replacement of finishes:
 - Paint
 - Tile
 - Carpet
- Routine maintenance & repairs

Submit
Building Occupancy
Permit Application

MUST INCLUDE:

- Scaled floor plans
(NOT REQUIRED TO BE FROM ARCHITECT OR ENGINEER)

Application & Associated
Plans Reviewed

If Approved

If Rejected

Inspection
Conducted

Corrective
Action Issued

Pass
Inspection

Fail
Inspection

Final Review by
Chief Building Official

Make Corrections
(AS REQUIRED)

★ Certificate of ★
Occupancy Issued



CERTIFICATE OF OCCUPANCY FLOW CHART

EXISTING BUILDING WITH CHANGE OF USE

EXISTING BUILDING: PERMIT NOT REQUIRED

- Replacement of finishes:
 - Paint
 - Tile
 - Carpet
- Routine maintenance & repairs

Obtain Zoning Approval

Submit **Building Occupancy** Permit Application

MUST INCLUDE:
• Professional scaled floor plans
(FROM ARCHITECT OR ENGINEER)

Application & Associated Plans Reviewed

If Approved

If Rejected

Permits Issued
(AS REQUIRED)

Corrective Action Issued

Complete Work
(AS REQUIRED)

Request Inspections
(AS REQUIRED)

No Inspections
in 12 Months

Inspections Conducted
(AS REQUIRED)

Permits Expire

Pass All Inspections

Fail Inspections

Final Review by
Chief Building Official

Fix Work
(AS REQUIRED)

★ Certificate of
Occupancy Issued



CERTIFICATE OF OCCUPANCY FLOW CHART

EXISTING BUILDING WITH CONSTRUCTION

EXISTING BUILDING: CONSTRUCTION INCLUDES

ADDING, REMOVING OR ALTERING:

- Walls
- Doors
(Includes door hardware)
- Windows
- Exits
- Stairwells or elevators
- Canopies or awnings
- Electrical systems
(Includes light fixtures)
- Plumbing systems
- Mechanical systems (HVAC)
- Fire protection systems
- Etc.



CERTIFICATE OF OCCUPANCY FLOW CHART

NEW CONSTRUCTION

