



Certificate of Occupancy

Obtaining a Copy

Bulletin 48

Division of Building Safety and Inspection for 2018 International Codes

The purpose of this bulletin is to give 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:

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.