

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Building - Commercial Certificate of Occupancy Update

Plan Reviews: N/A

Inspections: Building Final, Fire Final, Planning Final, Public Works Final

Drawings: N/A

Supporting Documents:

- Clear scope of work detailing (Demolition, Architectural, Electrical, Plumbing, and Mechanical) there should be no work required. For any required construction work, an alteration permit will be needed.
- The Specific Occupancy as classified in Chap 3 of the Building Code. If Mixed Occupancy, the floors and areas of each occupancy must be identified.
- The exact number of units in the building, whether it is a Hotel, Resort-Condo, Apartments, Offices, Mercantile spaces, Etc...
- Dimensional plan which shows steps, door way clear opening and dimensions in restrooms and kitchen (for ADA compliance check). May use the latest Building Permit on file as a reference set for the review
- No contractor or Design professional is needed on this permit