

CERTIFICATE OF OCCUPANCY

Building Inspection

311 Vernon Street Roseville CA 95678 (916) 774-5332 fax (916) 774-5394

A Certificate of Occupancy is a document issued by the City of Roseville Building Division certifying that a building or portion of a building is in compliance with applicable State and Local codes and Ordinances and the building is approved for occupancy for a specific use.

When is a Certificate of Occupancy Required?

- Any time a Commercial Building Permit is issued which creates an increase or decrease in square footage
- Any time a Commercial Building Permit for creating a newly occupied suite is issued.
- Any time the use, occupancy or tenant is changed in an occupied Commercial Building or portion thereof.
- Any time an existing business is changing names.

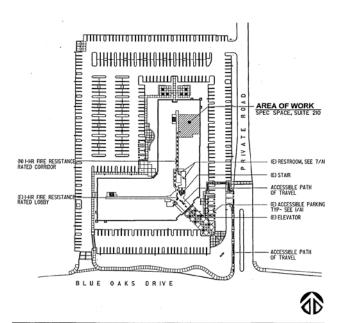
Existing tenants requiring a Certificate of Occupancy or needing to replace lost copies, or a new tenant moving in to an existing location (where no Tenant Improvement Permit is required), must submit one (1) copy of the following:

- **Tenant building data,** stating building name, address with suite number, design code edition, use, occupancy group, type of construction, fire sprinklers, floor area, stories, and occupant load.
- Floor plan, scaled or dimensioned, showing all walls, doors, rooms and uses.
- **Site plan** with tenant location identified and address (including suite number) stated.
- Pages numbered (1 of 3, 2 of 3, etc...) Sample Attached
- Completed and signed CUPA form.

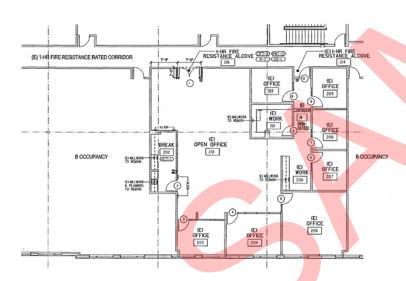
The above information will be accepted with the following:

- Completed Building Permit application for a Certificate of Occupancy
- Completed and signed CUPA form
- \$112 application fee

NOTE: If it is determined that it is necessary to do a tenant improvement in order to occupy your space, the application fee is **not** refundable.



Site Plan (Existing)



Floor Plan (Existing)

TENANT BUILDING DATA

Tenant's Business Name: ABC Offices

Address: 9999 Blue Oaks Boulevard, Suite 210 Design Code Edition/This Permit: 2010 CBC

Use: Office

Occupancy Group: B

Type of Construction: V-B

Fire Sprinklers: Yes

Floor Area: 2,824 SF

Stories: 2

Occupant Load: 29

SCOPE OF WORK

- Certificate of Occupancy Only
- All Construction and Uses are Existing
- Verify or provide tactile exit signage
- Verify or provide 2A-10B:C portable fire extinguisher(s)



Public Works Building Inspection

311 Vernon Street Roseville, California 95678-2649 916.774.5332 fax 916.774.5394

TENANT BUILDING DATA:

Tenants' Business Name:		
Address:		
Design Code Edition/ This Permit:		
Use:		
Occupancy Group:		
Type of Construction:		
Fire Sprinklers:	⁄es	No
Floor Area Square Footage:		
Stories:		
Occupant Load:		

SCOPE OF WORK:

- Certificate of Occupancy Only
- All Construction and Uses are Existing
- Verify or provide tactile exit signage
- Verify or provide 2A-10B:C portable fire extinguishers(s)