

## Certificate of Occupancy

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.

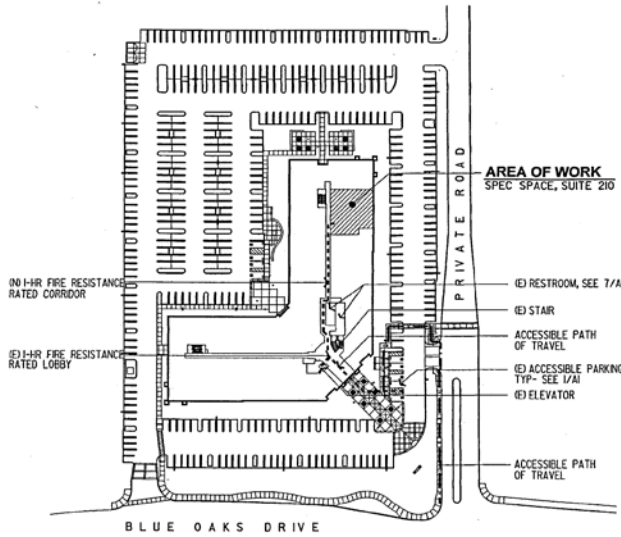
The above information will be accepted with the following:

- Completed Building Permit application for a Certificate of Occupancy
- Completed and signed CUPA form
- Application fee

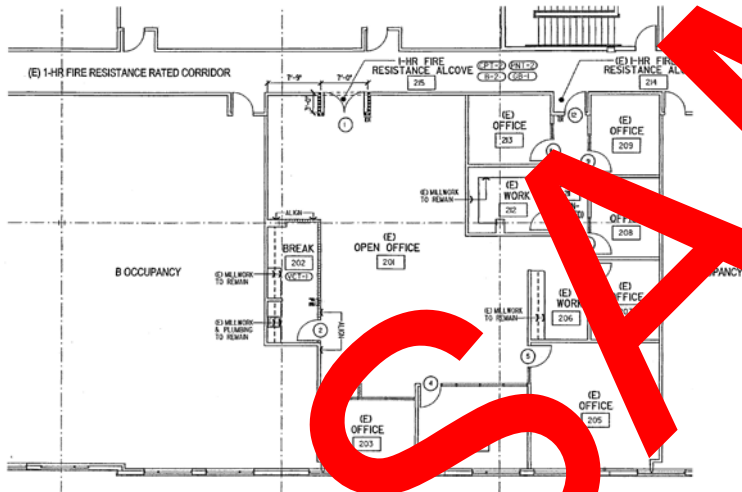
**NOTE:** If it is determined that it is necessary to do a tenant improvement in order to occupy your space, the application fee is **not** refundable.

**TENANT BUILDING DATA**

Tenant's Business Name: ABC Offices  
Address: 9999 Blue Oaks Boulevard, Suite 210  
Design Code Edition of this Permit: 2010 CBC  
Use: Office  
Occupancy Group: B  
Type of Construction: V  
Fire Sprinklers: Yes  
Floor Area: 824 SF  
Stories: 2  
Occupant Load: 2



Site Plan (Existing)



Floor Plan (Existing)

**TYPE 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)



Development Services Department  
Building Inspection Division  
311 Vernon Street  
Roseville, California 95678-2649

**TENANT BUILDING DATA:**

Tenants' Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Design Code Edition/ This Permit: \_\_\_\_\_

Use: \_\_\_\_\_

Occupancy Group: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Fire Sprinklers:            Yes            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)