



**BUILDING CODE MANUAL
COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
Based on the 2011 LACBC**

**#74
109
Article 1
10-25-11
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CERTIFICATE OF OCCUPANCY

Pursuant to Section 109 of the Building Code, “no building or structure or portion thereof shall be used, or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has approved the building or structure or portion thereof for such use or occupancy as evidence by the issuance of a Certificate of Occupancy or a Temporary Certificate of Occupancy.” Such issuance reflects the conclusion of the work allowed by the building permit and does not relieve the building owner from the responsibility for correcting any code violation that may exist.

Section 109.3 requires the following information on the Certificate of Occupancy

1. The building permit number
2. The address of the building or structure
3. The name and address of the owner (and tenant if applicable)
4. A description of that portion of the building for which the certificate is issued.
5. A statement that the described portions of the building complies with the requirements of this code for group and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the building official.

A Certificate of Occupancy is not required for work exempt from permit under Section 106.3, and the following structures:

- 1) Fences
- 2) Retaining walls
- 3) Swimming pools
- 4) Fireplaces
- 5) Solar panels (where there is no occupancy under the solar panel and not used as roof structure)
- 6) Tanks
- 7) Grain silos
- 8) Shell buildings (that does not comply with the specific requirements of any occupancy groups)
- 9) Demolitions
- 10) Window / door replacements
- 11) Reroofs
- 12) General repairs and maintenance

Certificates of Occupancy shall be issued by District Offices in accordance with the following instructions:

1. The certificate shall be issued after final inspection and the required fees have been paid.
2. The District Office Manager or a designee shall review all applicable permits and verify all inspection approvals, including final inspection, are clearly marked on the permits.
3. The certificate shall be signed by the District Office Manager or by a designee.
4. The original certificate shall be delivered or mailed to the owner; a copy is to be retained and attached to the closed-out permit in the job file. The file copy must indicate to whom the original was sent.
5. For a mixed occupancies building, the locations, uses and occupancy groups shall be shown on the certificate. The occupancy loads only need to be shown for assembly occupancies.

Temporary Certificate of Occupancy shall be issued upon request by applicant and as determined by the District Office Manager as follows:

For cases where no hazard will result from occupancy of any building or portion thereof, a temporary certificate may be issued for the use of a portion or portions of said building or structure. Approvals from other agencies including but not limited to - Fire Department, Health Department, and Construction Division shall be obtained in writing and shall include a list of outstanding items along with anticipated date(s) of completion, prior to issuance of a temporary certificate of occupancy.

A copy shall be kept with the active file until the permit is closed out and a permanent certificate of occupancy has been issued.

A Temporary Certificate of Occupancy shall be valid for a period not to exceed three months from the date it was issued. Upon request of the owner or permittee in writing and payment of fees, the Building Official may extend the temporary certificate of occupancy when it is determined that the circumstances so warrant. After the expiration of a temporary certificate of occupancy and any extension(s) thereof, the building or structure shall not be used or occupied until the Building Official has approved the building for such use or occupancy.

Supersedes BCM 109 Article 1 dated 04-09-01

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