

POLICY FOR ACQUIRING A CERTIFICATE OF OCCUPANCY

Prior to use or occupancy of a building, the building official must perform a final inspection as required by code (2000 International Residential Code §R110.3 Commentary.) It is the duty of the person requesting any inspections required by the code to provide access to and means for inspection of such work (2000 International Residential Code §R109.3.) If the official finds no violation of the code and other laws enforced by the department of building safety, the official is required to issue a certificate of occupancy (2000 International Residential Code §R110.3 Commentary.)

In order to properly perform a final inspection for a new structure or for a new addition to an existing structure, the building official must address all aspects of construction that cover fire safety, life safety, structural safety, as well as electrical, plumbing, gas, and mechanical items (2000 International Residential Code §R109.1.6 Commentary.) At the time of final inspection, the structure or new addition must not be occupied by persons, furniture, household goods or clothing, surplus building materials, or other objects that might interfere with the ability of the building official to perform his required duties.

If upon inspection, the structure or new addition is occupied by persons or with any of the above described materials, then the building official shall post the property providing a maximum of 48 hours notice for the materials/persons to be removed. Once the structure or new addition has been emptied, the building official shall proceed with the final inspection.

In lieu of emptying the structure or new addition, the owner may contract with another approved agency to perform the final inspection. The building official is authorized to accept reports of approved agencies, provided such agencies satisfy the requirements as to qualifications and reliability (2000 International Residential Code §R109.2.) The building official shall issue a certificate of occupancy upon receipt from the approved agency that the final inspection has been approved.

The building official has available a list of local approved agencies. If the owner chooses to select another agency, then that agency's credentials must be submitted to the building official for approval.