Application
- A Use & Occupancy Certificate (U&O) is required for the following:
  - New commercial construction from the ground up.
  - Improvement and/or renovations/alterations to an existing tenant space.
  - Change of ownership or tenant or use.
  - Expansion of a tenant space.
  - Dividing existing space into multiple spaces.
- The purpose of the U&O certificate is to document that the occupancy is consistent with the building type and that all applicable safety code and health code requirements have been met.

Inspection
- It is the responsibility of the person making the U&O application to schedule required inspections.

Department Approvals Prior to Building Division Inspection
- Planning Division (approved application)
- Fire Department (onsite inspection)

Building Division Onsite Inspection Checklist
- The Fire Department must sign off prior to the Building Division inspection.
- Verify Planning and Fire Department signoff.
- Check occupant/owner name with paper work.
- Verify occupancy is consistent with building type.
- Verify address location on building and number size (12”)
- Verify all exits are clear including vestibule space.
- Verify exit door hardware, exit signs, and exit lighting is functional.
- Check for evident construction work.
- Verify basic health and safety requirements (i.e. electrical panels are free of debris, unsealed knockouts are sealed in electrical panels, and all circuits are labeled.)

Existing Business:
An existing business is not required to upgrade their exit door hardware to current code unless there is a tenant improvement.

Note #1: Existing doors/hardware shall be maintained and function properly.
- #2: It is recommended to upgrade hardware to current code for customer accessibility and potential business liability.
- Inspector shall provide occupancy class to clerical