

Certificates of Occupancy Procedures

September 2022

Presidio Trust Permitting Office

Pursuant to §110 of the IBC, the Presidio Fire Protection/Marshal and the Presidio Permitting Office require that an occupancy certificate be issued for any tenant occupying building space within the Presidio Area B. The occupancy certificate must define the limits of the space to be occupied, the occupancy class, the edition of the code under which the permit was issued, the occupant load, and within the parameters clarified below, the name of the occupant.

The Presidio Permitting Office is charged with issuing occupancy certificates. No occupancy or use of the space is allowed prior to this issuance.

Certificate of Occupancy:

No building or structure 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 issued a certificate of occupancy (CO) therefor as provided herein. Issuance of a CO shall not be construed as an approval of a violation of the provisions of this code or other ordinances of the jurisdiction.

-2006 IBC §110.1

The Presidio Trust issues certificates of occupancy for both building shell spaces and for tenant spaces.

The cost for issuing the CO is included in the permit fee.

- **Building Certificate of Occupancy:**
Permitted use of a previously unoccupied building requires the issuance of a Building Certificate of Occupancy (Building CO). This will serve to cover any building occupants that lease space without permit-required modifications. No additional CO will be necessary for a tenant under these conditions.
- **Tenant Certificate of Occupancy:**
Permitted use within a tenant space requires the issuance of a Tenant Certificate of Occupancy (Tenant CO).

Temporary Certificate of Occupancy:

The building official is authorized to issue a Temporary Certificate of Occupancy (TCO) before the completion of the work covered by the permit, provided that such portion shall be occupied safely. The building official shall set a time period during which the TCO is valid.

-2006 IBC §110.3

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The TCO must be requested from the permitting office in writing by the owner, developer, tenant, or occupant. The cost of a TCO is dependent upon the quantity of work to be re-inspected, is based on the additional inspection hours, and shall be paid by the permit holder before the CO is issued. The TCO allows limited use of the permitted area. Setup for conducting business, training, and deliveries are allowed. Conducting business is not allowed under a TCO.

Certificate of Completion (CC):

For buildings and structures not being occupied but which have a specific use (water treatment, storage, equipment housing, etc.), a Certificate of Completion will be issued after the permitted work has been accepted.

Change of Tenant and Certificate of Occupancy:

When a new tenant occupies a space that was previously occupied and there is no permit-required work performed and no change in occupancy classification, no permit is required and there will be no need to update the certificate of occupancy.

Copies of Certificates:

Copies of COs and TCOs will be provided to the tenant upon approval of occupancy. This certificate is to be kept and made available to the building official or fire inspector at any time.

Additional copies will be kept in the permitting office project file, in the real estate leasing file, in the fire department building file and provided to accounting.