



# Certificate of Occupancy

## Obtaining a Copy

Bulletin 48

*Division of Building Safety and Inspection for 2015 I Codes*

The purpose of this bulletin is to give guidance when a business owner needs to apply for a replacement Certificate of Occupancy (CO) for a legally established occupancy. There are varieties of situations that take place over time that would affect how a replacement Certificate of Occupancy would be issued.

When requesting a replacement CO, staff will first check our permit system to see which of the following categories you meet. If you fall into a category where a fee is required, staff will re-activate the original permit to charge the fees.

### **Replacement for a Lost Certificate of Occupancy Permit Issued After June, 2004, Same Business, No Name Change:**

The original Certificate of Occupancy was issued off a permit that was applied for **after June, 2004**, and there has been no change in the character of use, there has been no construction and the Business is operating under the same name, there will be **no charge** for printing a duplicate copy.

### **Certificate of Occupancy Permit Issued After June, 2004, Same Business but with a Name Change and No New Construction:**

If the permit was not issued for your tenancy and your business is the same as that approved for the initial tenancy, make application for a replacement CO and pay the current minimum permit fee based on \$2,000 valuation. Also, provide your business name and description of the business. No additional documentation should be needed unless additional work or a change in the character of use has occurred since the initial permit was issued.

### **Certificate of Occupancy Permit Issued Before June, 2004, Same Business with or without a Name Change and No New Construction:**

If the initial permit for the current tenant was issued prior to June, 2004, and there has been no change in the character of use, there has been no construction and does not meet the categories above, make application for a replacement CO and pay the current minimum permit fee based on \$4,000 valuation. Also, submit the following information:

1. A floor plan with all rooms dimensioned.
2. The use of each room noted (IE: office, storage, meeting, retail, restaurant).
3. Type of construction or at least the material used to construct the building. (IE: Walls: wood or steel studs, concrete, CMU; Roof: wood or steel trusses)
4. Site address and/or parcel number.
5. Tenant name and description of the business (IE: Stuff 'n' Such, retail sales).
6. Does the space have fire sprinklers/alarm or not?

**For Occupancies that Do Not Qualify for a Replacement or Copy of an Existing Certificate of Occupancy:**

If a permit was not issued to establish a use in the space occupied by your business or your business is not the same type of business that was previously approved for use, you will need to apply for a **Tenant Occupancy or Change of Use Permit** (see Bulletins 7 and 42). You may also need to apply for a **Conditional Occupancy Permit** (see Bulletin 37).

There is usually an investigation fee required for occupying a space without the necessary permits. It is equal to the permit amount for the Tenant Occupancy or Change of Use Permit. This fee is paid with the Conditional Occupancy Permit (see Bulletin 37) and is followed by a life safety inspection by the Building Inspector and Fire Inspector.

The bulletins listed below may be helpful to understand permitting requirements related to your project.

They are available online at: <https://www.co.pierce.wa.us/907/Master-Document-List#top> or in the Development Center located at 2401 South 35<sup>th</sup> Street, Suite 2, Tacoma, WA 98409

Change of Use, Bulletin 7  
Responding to a Stop Work, Bulletin 17  
Shell Buildings Tenant Improvements, Bulletin 26  
Conditional Occupancy, Bulletin 37  
Permitting Existing Buildings, Bulletin 42

**If you any questions you can call (253) 798-3739 between 8 a.m. and 4 p.m.  
Monday through Friday**