



What is a Certificate of Occupancy?

The purpose of a Certificate of Occupancy (C of O) is to ensure the safety of the occupants and the public by verifying that the proposed use is consistent with the construction type of the existing building. The C of O is a document separate from the building permit that must be approved by City staff and issued to the owner before the premises can be occupied. This document certifies:

- * That the type of construction of the building meets the requirements for the occupancy group of the proposed business;
- * That the proposed business (or dwelling) meets the requirements of the California Building Codes;
- * That the proposed business (or dwelling) meets the local ordinances governing construction and occupancy.

Who needs a Certificate of Occupancy?

In accordance with the requirements of Section 111.1 and 3408A.2 of the 2022 Building Code and Section R110.1 of the Residential Code, the following projects require a Certificate of Occupancy:

- * All new commercial (including shell buildings) and multifamily buildings.
- * Some commercial and multifamily additions.
- * Commercial tenant improvements involving a change in use or modification to use or occupancy.
- * Single Family Dwellings (effective January 1, 2009).

Certificate of Occupancy applications may be submitted to Building and Safety at:

City of Calabasas, Building & Safety Division
100 Civic Center Way
Calabasas, CA 91302
(818)224-1600

What is the fee for a Certificate of Occupancy?

The fee is \$168.00 which pays for the processing of your application and the inspection that will be performed at your business (or dwelling) location.

How do I apply for the Certificate of Occupancy?

Attached are an application and a checklist of signatures you will need to acquire. In addition, there are other releases that may be required based on your business (or dwelling) type.

Posting of a Certificate of Occupancy:

Once issued, the Certificate of Occupancy is required to be publicly displayed in all commercial or professional buildings.

Revocation or Suspension:

The Building Official may, in writing, suspend or revoke a Certificate of Occupancy if issued in error, or on the basis of incorrect information provided, or when it is determined that the building, structure, or portion thereof is in violation of any ordinance, regulation, or code adopted by the City of Calabasas.



CITY of CALABASAS

CITY OF CALABASAS

Certificate of Occupancy Application

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OF
3
07/2024

Project Information

Project Address:

Occupancy Use:

No. of Stories:

Sq Ft:

Type of Construction:

Occupant Load:

Fire Sprinklers Installed: Yes No

Business Owner's Information

Tenant Name:

Type of Business:

Property Owner's Name:

Phone #:

Mailing Address:

City:

State:

Zip:

Email:

Property Owner's Information

Name:

Phone #:

Mailing Address:

City:

State:

Zip:

Email:

Reason for Certificate of Occupancy

- | | |
|--|---|
| <input type="checkbox"/> New Commercial Buildings | <input type="checkbox"/> Change of Occupancy |
| <input type="checkbox"/> New Single or Multi-Family Reside | <input type="checkbox"/> Existing Business without a C of O (If applicable) |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Other |

The Certificate of Occupancy will be processed after passing the final building inspection.

Verification

Initials

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

Print Name:

Owner Agent Other

Signature:

Date Signed:

