



**Building and Safety
Permit Service Center**

This guideline is intended to enhance local consistency in application and enforcement of the California Building and Residential Codes. Application of this guideline is project specific and does not authorize any violation of local or state code, ordinance or law in conjunction with the proposed work.

Building and Safety
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Guidelines for Issuance of CERTIFICATES OF OCCUPANCY

Code References

BMC Section 19.28.020, BMC Section 19.29.010 and CBC Section 111 Certificate of Occupancy

BMC Section 19.29.060 and CEBC Section 110 Certificate of Occupancy

Guidelines

This guideline memorandum restates continuation of the existing policy regarding the issuance of Certificates of Occupancy.

Pursuant to California Building Code Section 111.1, adopted in Berkeley Municipal Code Chapter 19.28, projects which result in the construction of new buildings or changes in the existing use or occupancy classification of a building or portion thereof will be issued a separate certificate of occupancy by the City of Berkeley Building Official.

Pursuant to California Existing Building Code Section 110.1, adopted in Berkeley Municipal Code Chapter 19.28, for additions and alterations impacting the usability of existing spaces, but which do not result in the construction of new buildings or changes in the existing use or occupancy classification of a building or portion thereof, a record of an approved final inspection and inspector's signature on the job card constitutes a certificate of occupancy and permission to occupy.