



**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.

Guidelines for Issuance of CERTIFICATES OF OCCUPANCY

Code References

Berkeley Municipal Code (BMC) 19.28.020, BMC 19.29.010 and California Building Code (CBC) 111 Certificate of Occupancy

BMC 19.29.060 and California Existing Building Code (CEBC) 110 Certificate of Occupancy

Guidelines

Pursuant to CBC 111.1, adopted in BMC 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 CEBC 110.1, adopted in BMC 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.

Building and Safety

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