



GENERAL BUILDING PERMIT INFORMATION FOR:

Certificate of Occupancy

INFORMATION
GUIDELINE

21

Jan 2022

CITY OF ESCONDIDO • BUILDING DIVISION • 201 N. BROADWAY, ESCONDIDO, CA 92025 • (760) 839-4647

GENERAL INFORMATION

This information provides general guidelines for Certificates of Occupancy and describes the process for issuing a Certificate of Occupancy (C of O).

When is a Certificate of Occupancy Issued?

A certificate of Occupancy is issued upon request by the owner after final approval of all inspections for the work authorized under a building permit and all other associated permits.

What types of projects are issued a Certificate of Occupancy?

- New non-residential building
- New multiple dwelling unit building
- Tenant Improvements when:
 - First occupancy of a new shell building
 - Change of occupancy or change of use to a more hazardous occupancy
- Additions and alterations to an existing non-residential or multiple dwelling unit building, which results in a change of occupancy classification or occupant load.

What types of projects are NOT issued a Certificate of Occupancy?

- Single dwelling unit, duplex, manufactured homes, or townhomes.
- Private garages and sheds
- Shell buildings
- Tenant Improvement or remodels of existing structures when there is no change in occupancy, classification, or occupant load
- Agricultural building
- Change of ownership or tenant
- Other reasons such as leasing rights of change of financial institution

Temporary Certificate of Occupancy

- A temporary certificate of occupancy may be issued on a case-by-case basis
- Fire final is required before a temporary certificate of occupancy will be issued
- All other departments must issue a final approval or approve the temporary certificate of occupancy
- Temporary certificates of occupancy are issued for only **30 days**
- The certificate of occupancy will only be issued when the Building Official finds that a structure or a portion of a structure can be occupied safely, and no substantial hazard will result from occupancy of any structure, or portion of a structure before all work is completed.

- In order to receive a temporary certificate of occupancy, a written request by the owner and or contractor must be made to the Building Official and address the following:
 - Why a temporary certificate of occupancy is required
 - Desired date of occupancy
 - Declaration that the building is safe and no substantial hazards exist
 - Provide proof of fire final
 - Provide proof that all other departments have issued final approval of the project or approved the temporary certificate of occupancy
 - Provide the date the project will be ready for final approvals by ALL departments

Suspension or Revocation of a Certificate of Occupancy

- The Building Official may suspend or revoke a certificate of occupancy for the following reasons:
 - Issued in error
 - On the basis of incorrect information
 - If the structure, or a portion of the structure, is in violation of any ordinance or code
 - If the structure is being used or operated outside of its permitted use or occupancy classification
 - Failure to complete the work necessary for final approval by the building department or any other department