



CITY of NORCO

BUILDING and SAFETY DIVISION
2870 CLARK AVENUE λ (951) 735-3900 λ FAX (951) 270-5640 λ NORCO CA 92860-0428

Certificates of Occupancy Permit Policy

Overview

A Certificate of Occupancy is required for all commercial, industrial and office buildings including individual tenant spaces. This includes new buildings and existing buildings that are being remodeled, expanded or that change the occupancy classification of the building or tenant space.

This program is delivered as a service to the business community. The intent is to eliminate future hardships by ensuring building owners and tenants are aware of County and/or State code requirements before relocating to a site. The program also assists the County to identify hazardous materials in the unincorporated area, thus protecting our fire crews.

A Certificate of Occupancy is required prior to the occupancy of a new commercial building or a change in occupancy nature, or use of a building or part of a building. The Building and Safety and the Fire Department conduct a physical on-site inspection of all commercial buildings before they are occupied. This ensures that there are no hazards that will prevent the structure from being safely occupied.

After receiving approval that the building is in compliance with Codes and Ordinances and fees are paid, a printed Certificate is issued. This Certificate must be permanently posted in a conspicuous place along with your City of Norco business license.

Why do I need a Certificate of Occupancy?

A Certificate of Occupancy is required as proof of compliance with building, fire and development codes, adopted by the City of Norco. An inspection will be conducted to include items such as visible addressing, building, mechanical, plumbing and electrical Code compliance, along with proper fire exits and proper fire extinguisher placements. These inspections are designed to alleviate hazards pursuant to health, safety and welfare of the public.

How do I obtain a Certificate of Occupancy?

To obtain a Certificate of Occupancy, call the Building and Safety Department to request an inspection. The person requesting the Certificate of Occupancy will need to be present during the inspection of the building. If it is an inspection of a new building, the Contractor and the owner should both be present.

How long does the inspection take and when will the Certificate be ready?

The inspection generally takes 30 minutes, depending on the size of the structure. After the inspection is conducted and passed, a Certificate will be generated within 48 hours. Your Certificate will be mailed to the business address where it is to be posted. Arrangements can be made for you to pick-up your Certificate if needed.

What is the cost of this inspection?

The one time building department administrative inspection fee will be charged to cover the cost of the building inspection of the suite and any to create the Certificate of Occupancy. If tenant improvement plans have been submitted and approved for your project by Building and Safety, the cost of this inspection will be included in your building permit fee.

What do I need to do to get a Tenant Improvement permit with a Certificate of Occupancy?

If a Certificate of Occupancy/Tenant Improvement permit is required, the following guidelines have been developed for all new business/tenant space improvements within the City of Norco.

Prior to any remodeling or occupancy of any commercial or industrial space, 3 sets of scaled, dimensioned plans showing the following information must be submitted to the Building and Safety Department for review and approval:

- 1) Draw a scaled dimensioned floor plan of the space to be occupied. The plan must include details of tenant separation walls. Existing partitions, walls and dividers must also be shown on floor plan. Minimum plan size must be 11" x 17".
- 2) The floor plan shall include information about the intended use of each room or area; sizes of all doors and passageways, door hardware schedule, an equipment layout and schedule (if applicable).
- 3) Provide scaled dimensioned site plan showing all disabled parking spaces.
- 4) Plumbing isometric drawings showing fixture layouts, Title 24 energy calculations if required for installation of equipment or insulation, and any material or equipment specifications.
- 5) Prior to submitting building plans to the Building and Safety Department for plan check, any business seeking to sell, handle, process, or prepare food must have plans reviewed and approved by the County of Riverside Environmental Health Department.
- 6) Either the floor plan or the electrical drawings must show the location of exit signs, emergency lights, and smoke detectors.
- 7) The owner of the shopping center and/or property manager must approve, in writing, all requests for tenant space occupancy.
- 8) Submit plans to the Building and Safety Department for plan check review and approval. Plan check review period is two weeks.

Upon completion of the remodeling, various inspections and successfully passing the final inspection, a certificate of occupancy will be issued. NOTE: No furniture, inventory, or stationary equipment can be brought into the space before the Certificate of Occupancy is issued. After stocking the business, providing furniture, and other essentials for the business to be ready for operation, the City Fire Department will conduct a final business inspection and allow the business to open to the public.

What do I need to do to get a Certificate of Occupancy without Tenant Improvement plans?

If a Certificate of Occupancy permit is requested where no construction work is being performed except **carpet and painting**, the following guidelines have been developed for all new business/tenant space improvements within the City of Norco.

Prior to any remodeling or occupancy of any commercial or industrial space, 3 sets of scaled dimensioned plans showing the following information must be submitted to the Building and Safety Department for review and approval:

1. Draw a scaled dimensional floor plan of the space to be occupied. The plan must include details of tenant separation walls. Existing partitions, walls and dividers must also be shown. Minimum plan size must be 11" x 17".
2. The floor plan shall include information about the intended use of each room or area, sizes of all doors and passageways, an equipment layout and schedule (if applicable), and any material or equipment specifications.
3. Provide scaled dimensioned site plan showing all disabled parking spaces.
4. Prior to submitting building plans to the Building and Safety Department for plan check, any business seeking to sell, handle, process, or prepare food must have plans reviewed and approved by the County of Riverside Environmental Health Department.
5. The owner of the shopping center and/or property manager must approve, in writing, all requests for tenant space occupancy. (Copy of signed lease agreement)
6. Submit plans to the Building and Safety Department for plan check review and approval. Plan check review period is one to three days.
7. Pay required one-hour permit fee at time of submittal.

Upon completion of the remodeling and successfully passing final inspections, a certificate of occupancy will be issued. NOTE: No furniture, inventory, or stationary equipment can be brought into the space before the certificate of occupancy is issued. After stocking the business, providing furniture, and other essentials for the business to be ready for operation, the City of Norco Fire Department will conduct a final business inspection and allow the business to open to the public.

TENANT DISCLOSURES

INTENDED USE: _____

BUSINESS NAME: _____

ADDRESS: _____ SUITE: _____

OCCUPANCY GROUP: _____

SQUARE FOOTAGE: _____

TYPE OF CONSTRUCTION: _____

IS THE BUILDING EQUIPPED WITH FIRE SPRINKLERS? _____

NUMBER OF EMPLOYEES: _____

NUMBER AND LOCATION OF RESTROOM FACILITIES: _____

LIST ANY CHEMICALS USED OR STORED AND QUANTITIES _____

ARE YOU MAKING ANY IMPROVEMENTS TO THE SUITE OR BUILDING OTHER THAN PAINTING, PAPERING, FLOOR COVERING, MOVABLE CASES, COUNTERS OR PARTITIONS NOT OVER 5 FEET 9 INCHES HIGH? . _____

ARE YOU A NEW TENANT? _____

ARE YOU THE FIRST TENANT? _____

PLANS REQUIRED:

If you are not doing any work that requires a permit, please provide four copies of a plot plan and a floor plan. If you are making other improvements, please see the Tenant Improvement Plan Requirements handout.

NOTE:

Written Authorization from the property owner is required prior to Building Permit issuance.

Signature

Print Name

Date

CIRCLE ONE: TENANT OWNER CONTRACTOR ARCHITECT ENGINEER