



# COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

## CERTIFICATE OF OCCUPANCY PERMIT POLICY

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**Building Official**

### Overview

A Certificate of Occupancy is required for 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.

### 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 County of Riverside. 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?

The owner of the shopping center and/or property manager must approve, in writing, all requests for tenant space occupancy. Plans must be submitted to the Building and Safety Department for plan check review and approval. Upon completion of the work, various inspections and successfully passing the final inspection, a certificate of occupancy will be issued.

## 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 do I need to do to get a Certificate of Occupancy?

If a Certificate of Occupancy/Tenant Improvement permit is required, the following information has been developed for all new business/tenant space improvements within the County of Riverside.

Prior to any new construction, remodeling or occupancy of any commercial or industrial space 3 sets of dimensioned plans must be submitted to the Building and Safety Department for review and approval. For Tenant Improvement plan requirements, see the Building and Safety Webb site at [www.rctlma.org](http://www.rctlma.org). Upon completion of the new construction or remodeling and the required inspection approvals for the proposed work, a certificate of occupancy will be issued.

## Whom may I contact for more information?

Riverside Regional Office  
4080 Lemon Street, 9<sup>th</sup> Floor  
Riverside, CA 92501  
(951) 955-1800

Palm Desert Office  
77588 El Duna Ct., Suite H  
Palm Desert, CA 92211  
(760) 863-8271