

 <p><b>Building Division</b></p>	<p align="center"><b>CERTIFICATE OF OCCUPANCY USE &amp; OCCUPANCY FINAL INSPECTION</b></p> <p align="center">City of Palo Alto (CPA) Building Inspection 285 Hamilton Ave. Inspection Request: 650 329-2496</p>	Revision Date: 2011
		General Requirements/Checklist for: <b>Commercial</b>
		Codes Enforced: 2010 California Building Code Palo Alto Municipal Code (PAMC)
<p>The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.</p>		

**Application**

- A Use & Occupancy Certificate (U&O) is required for the following:
  - New commercial construction from the ground up.
  - Improvement and/or renovations/alterations to an existing tenant space.
  - Change of ownership or tenant or use.
  - Expansion of a tenant space.
  - Dividing existing space into multiple spaces.
- The purpose of the U&O certificate is to document that the occupancy is consistent with the building type and that all applicable safety code and health code requirements have been met.

**Inspection**

- It is the responsibility of the person making the [U&O application](#) to schedule required inspections.

**Department Approvals Prior to Building Division Inspection**

- Planning Division (approved application)
- Fire Department (onsite inspection)

**Building Division Onsite Inspection Checklist**

- **The Fire Department must sign off prior to the Building Division inspection.**
- Verify Planning and Fire Department signoff.
- Check occupant/owner name with paper work.
- Verify occupancy is consistent with building type.
- Verify address location on building and number size (12")
- Verify all exits are clear including vestibule space.
- Verify exit door hardware, exit signs, and exit lighting is functional.
- Check for evident construction work.
- Verify basic health and safety requirements (i.e. electrical panels are free of debris, unsealed knockouts are sealed in electrical panels, and all circuits are labeled.)

**Existing Business:**

An existing business is not required to upgrade their **exit door hardware** to current code unless there is a tenant improvement.

Note #1: Existing doors/hardware shall be maintained and function properly.

#2: It is recommended to upgrade hardware to current code for customer accessibility and potential business liability.

- **Inspector shall provide occupancy class to clerical**