



# Certificates of Occupancy

**Community Development  
Building and Safety Division**  
919 Palm Street, San Luis Obispo, CA 93401-3218

T 805.781.7180  
F 805.781.7173  
www.slocity.org

## What is a Certificate of Occupancy?

A Certificate of Occupancy (C of O) is a document issued by Building & Safety which certifies that a commercial space or newly constructed residential building has been inspected for compliance with the California Building Standards Code and local ordinances which govern construction and occupancy.

## Do I need a Certificate of Occupancy?

Projects that Require a Certificate of Occupancy

- A newly constructed building or structure built for a specific use and occupant.
- An interior finish of a shell building for a specified occupant.
- A tenant improvement for a change in use or change in the existing occupancy classification.
- New residential units since January 1, 2011.

Projects that Do Not Require a Certificate of Occupancy

- When permits are issued only for plumbing, mechanical or electrical work.
- Building shell or speculative improvement that is not for any specific use.
- Residential Additions/Alterations that do not change the current/existing occupancy.
- Tenant Improvements that do not change the use or occupancy of a building.
- Work that is exempt from Building Permits

Prior to January 1, 2011 the City of San Luis Obispo did not issue Certificates of Occupancy for residential properties. Certificates of Occupancy have been issued for all new residential buildings where the permit application was received on or after January 1, 2011.

## How do I obtain a Certificate of Occupancy?

Upon permit issuance for projects that may require a Certificate of Occupancy, the city will conduct a record search to determine if a new Certificate of Occupancy must be issued.

The final building inspection includes all work and inspections being approved and the inspector receiving a package containing all documents required at final inspection (including but not limited to survey reports, special inspection reports, HERS reports, recycling documentation, copies of emails from other departments or agencies giving their final approval).

**The processing time from the date of final inspection to issuance of the C of O is ten business days.** The C of O will be mailed to the contractor of record. If no new C of O is required, the existing C of O on file will remain in effect.

## Temporary Certificates of Occupancy

Building & Safety may issue a Temporary Certificate of Occupancy (TCO) on a case-by-case basis. TCOs must be coordinated with the Building Inspector and approved by the Building Official. An additional application and fee will be due for a TCO. Click here for link: <https://bit.ly/3wprn9z>

For questions regarding Certificate of Occupancies, please contact the Building and Safety Division at (805) 781-7180.