

**CHAPTER 19.34**  
**CERTIFICATES OF OCCUPANCY**

<b><u>Section</u></b>		<b><u>Page</u></b>
19.34.010	Purpose .....	IV-19.34-1
19.34.020	Application .....	IV-19.34-1
19.34.030	Applicability .....	IV-19.34-1

**19.34.010 PURPOSE**

The following provisions are intended to ensure that any initiation or re-establishment of a legally permitted use within a legally established (or a legal nonconforming) structure shall comply with all applicable provisions of the Municipal Code.

**19.34.020 APPLICATION**

No vacant, relocated, altered, repaired, or hereafter erected structure shall be occupied, or no change in use of land or structure(s) shall be inaugurated, or no new business commenced until a Certificate of Occupancy has been issued by the Department. An application for the permit shall be on a form prescribed by the Director and shall be filed with the Department pursuant to Chapter 19.32 (Applications and Fees).

**19.34.030 APPLICABILITY**

1. An application for a Certificate of Occupancy for a structure which is to be relocated, remodeled, or erected shall be filed at least 30 days prior to the intended occupancy.
2. An application for a Certificate of Occupancy for the use of vacant land or structure(s), or a change in occupancy shall be filed at least 30 days prior to the intended use inauguration; and
3. A temporary Certificate of Occupancy may be issued by the Department subject to the conditions imposed on the use, provided that a deposit is filed with the Department of Public Works prior to the issuance of the certificate. The deposit or security shall guarantee the faithful performance and completion of all terms, conditions and performance standards imposed on the intended use. The form of the deposit or security shall be subject to the approval of the Director of Public Works. The deposit or security shall be returned to the depositor within 10 working days following a determination by the Director of Public Works that all of the terms, conditions and performance standards have been met.

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