

Culver City Policy on Certificates of Occupancy and Temporary Certificates of Occupancy

The Culver City Community Development Departments overall goal is to provide the best possible customer service, fulfill our responsibility to enforce Culver City's adopted codes and ordinances, and to see that all permitted construction is completed in a safe and timely manner.

To facilitate this, C.O.'s and T.C.O.'s may be issued only for the following types of projects:

Projects for which a C.O. may be issued:

1. New non-residential single or multi tenant buildings.
2. New hotels or apartment buildings
3. Non-residential tenant improvements which are a change in occupancy classification under the 97 UBC.

Projects for which a T.C.O. may be issued:

1. Non-residential tenant improvements in a new non-residential building.
2. Non-residential tenant improvements in an existing non-residential building.
3. Partial completion of a new hotel or apartment building.

Projects for which a C.O. or T.C.O. will not be issued:

1. New single family dwellings.
2. New lodging houses with up to 5 guest rooms.
3. New congregate residences accommodating up to 10 persons.
4. Non-residential tenant improvements which are not a change of occupancy classification.
5. Residential renovations which are not a change of occupancy classification.
6. New or renovated garages, carports, sheds, and agricultural buildings.

Culver City Policy on what items must be completed prior to the issuance of a T.C.O.:

1. Parking lot paving, striping, lighting, and walkways.
2. The entire exterior envelope of the building, including all weatherproofing.
3. Handicap parking and a handicap accessible route to the main building entrance. *(if applicable)*
4. All guardrails and handrails.
5. All utilities.
6. All emergency egress lighting, exit signage, fire alarm system, knock boxes, *(if applicable)* door egress hardware, fire sprinkler systems, and fire extinguishers.
7. Building and / or tenant space permanent address numbering.

8. Removal of any potentially hazardous construction materials.

(note: it shall be the policy of all City divisions not to sign an application for T.C.O. until all items under their review have been completed)

Culver City Policy on what items may be completed during an active T.C.O. time period.

1. Interior finishes and furnishings. *(at the discretion of the Building Official)*
2. Landscaping and / or street trees, and irrigation systems.
3. Signage not part of the address.
4. Public Art Installation.

Procedure for obtaining a Certificate of Occupancy:

1. Request a C.O. Application Form from Building Safety.
2. Obtain signatures from Redevelopment, Planning, Fire Prevention, Public Works (Streets and Utilities), Public Works (Street Trees), P R & C S (Landscaping), Urban Designer (Redev.), and P R & C S (Art in Public Places), in the spaces provided, unless a Division is crossed off by Building Safety staff as not required.
3. Return to Building Safety, you must leave the signed C.O. Application Form with Building Safety for the Senior Inspector to review.
4. Fill out a South Coast Air Quality Management District; Air Quality Permit Checklist. If you answer "yes" to either of the two questions, Building Safety will be unable to issue a C.O. until we receive a letter of clearance from the S.C.A.Q.M.D. If you answer no to both questions, the form will be filed with Building Safety's copy of the C.O.
5. When Building Safety verifies the project is complete, you will be called to pick up your C.O., or it will be mailed to you. If the project is not complete, you will be notified of all outstanding items necessary to complete prior to receiving a C.O.
6. Post the C.O. in a conspicuous place at the project site.

Procedure for obtaining a Temporary Certificate of Occupancy:

1. Request a T.C.O. form from Building Safety.
2. Obtain signatures, and a list of uncompleted items, from Redevelopment, Planning, Fire Prevention, Public Works (Streets and Utilities), Public Works (Street Trees), P R & C S (Landscaping), and P R & C S (Art in Public Places), in the spaces provided, unless a Division is crossed off by Building Safety staff as not required.
3. Return to Building Safety, you must leave the partially signed T.C.O. with Building Safety for the Senior Inspector to review all outstanding items, either the Senior Inspector or the Building Official will sign the T.C.O. form or notify the applicant why Building Safety is unable to issue a T.C.O. at this time.
4. Post the T.C.O. in a conspicuous place at the building site.
5. Complete all uncompleted items within the active T.C.O. time period.
6. If the work is not completed during the active T.C.O. time period, you must request the issuance of a new T.C.O., following the above procedure. If the work is not completed, and a new T.C.O. is not obtained, the property will be entered into the City's Problem Property file, and procedures to obtain compliance will be started.