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**Information and Procedures for Tenant Change-out Projects.
And Issuance of Certificates of Occupancy**

Occupying with no Alterations or Change of Use

To apply for a Certificate of Occupancy and Fire Inspection, the applicant must submit an application for certificate of occupancy with a \$150.00 fee which includes the inspection. Once the application and fee are received the applicant may schedule the inspection at their convenience

1. A **certified** structure is a building having a certificate of occupancy from the Pa Department of Labor and Industry, with corresponding documents that show no change in ownership, occupancy, or use group and has not been altered in any way since the date the certificate of occupancy was issued.
2. A **certified** structure may change ownership or tenant and be granted a new certificate of occupancy provided it remains the same use (or a less hazardous use), and no renovations are made that require a permit. However; an application must be filed with the building code official, a fire safety inspection must be conducted and a certificate of occupancy issued under the new name.
3. An **uncertified** structure is a building that has never received a certificate of occupancy from the Pa Department of Labor and Industry or a legally occupied structure that has been altered in any way from the original approved plans. When occupying an uncertified building with no alterations or change of use an evaluation and possibly alterations must be made to bring the existing structure into compliance with the applicable sections of the 2009 IFC based on its use.

Occupying with Alterations or Change of Use

1. A **certified** structure which is being altered or receiving change of use group falls under Chapter 34 “Existing Structures” of the 2009 IBC or The 2009 IEBC. In the case of an alteration, only the alterations will require full code compliance. The unaltered portion of the structure may remain as originally certified. If there is a change of use the structure is subject to full code compliance for the new use.
2. An **uncertified** structure which is being altered must also comply with Chapter 34 “Existing Structures” of the 2009 IBC or The 2009 IEBC for the alteration but also, an evaluation and possibly alterations must be made to bring the existing structure into compliance with the applicable sections of the 2009 IFC based on its use.

To attain a Certificate of Occupancy when the project includes alterations the applicant must follow the normal procedures for attaining a standard building permit.

CHANGE OF OCCUPANCY. A change in the purpose or level of activity within a building that involves a change in application of the requirements of this code.

2009 IBC SECTION 3408
CHANGE OF OCCUPANCY

3408.1 Conformance.

No change shall be made in the **use** or **occupancy** of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancies. Subject to the approval of the building official, the use or occupancy of existing buildings shall be permitted to be changed and the building is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.

3408.2 Certificate of occupancy.

A certificate of occupancy shall be issued where it has been determined that the requirements for the new occupancy classification have been met.

2009 IBC SECTION 105
PERMITS

105.1 Required.

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, **or change the occupancy** of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.
