



City of Pittsburg

Engineering Department / Building Division

Civic Center, 65 Civic Avenue, Pittsburg CA 94565

Phone: (925) 252-4910

Fax: (925) 252-4814

When is a “Certificate of Occupancy” issued?

A “Certificate of Occupancy” is only issued when a new occupancy is established.

In the case of new commercial construction, a certificate of occupancy will not be issued for a shell building, as the occupancy classification has not been established. A certificate will be issued for each tenant space regardless of the number.

In the case of tenant improvements related to an existing structure, there exist a multitude of possible scenarios; for that reason, each change in occupancy must be examined individually.

The Building Division is charged with assuring that both the proposed use and neighboring uses are compatible. In addition, the building must fit the use. The type of construction and separation between existing occupancies must be reviewed. If a proposed use is determined to be more hazardous, a thorough structural and life safety evaluation and upgrade shall be required.

There may be occasions when approval from other City Departments may be misconstrued as approval for a change in occupancy. Please contact the Building Division prior to finalizing a lease if there is to be a change in the type of business activity that presently exists.

Section 110 Certificate of Occupancy

110.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

110.3 Temporary occupancy. The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time periods during which the temporary certificate of occupancy is valid.

110.4 Revocation. The building official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.