



Development Services Department  
Building Division  
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## Certificate of Occupancy

A certificate of occupancy is a document issued by the City of Roseville Building Division certifying that a building or portion of a building is in compliance with applicable State and local codes and ordinances and the building is approved for occupancy for a specific use.

### When is a Certificate of Occupancy Required?

- Any time a commercial building permit is issued which creates an increase or decrease in square footage
- Any time a commercial building permit for creating a newly occupied suite is issued
- Any time the use, occupancy or tenant is changed in an occupied commercial building or portion thereof
- Any time an existing business is changing names

Existing tenants requiring a certificate of occupancy or needing to replace lost copies, or a new tenant moving in to an existing location (where no tenant improvement permit is required), must submit plans. See attached sample plan.

**NOTE:** If it is determined that it is necessary to do a tenant improvement in order to occupy your space, the application fee is **not** refundable.

