BUILDING & SAFETY DIVISION
2729 Prospect Park Drive | Rancho Cordova, CA 95670
Phone: (916) 851-8760 | Fax: (916) 851-8762

Non-Construction Certificate of Occupancy Permit

A Non-Construction Certificate of Occupancy Permit is designed to allow for issuance of a Certificate of Occupancy when a business moves into a space where no work has been or will be performed ("as-is"), *and* the space is designed to accommodate the type of business moving in (same occupancy group, no "change-in-use").

- Please provide two (2) copies of **dimensioned** floor plans, (11" x 17" size minimum preferred). Show use of each room, door swings, signage locations; note heights of any counters; if possible, note whether restrooms are disabled access compliant (see example floor plan attached).
- The minimum permit fee is currently **$215.00** (1 hour of an Inspector's time, plus ½ hour of a Permit Technician's time, rounded), the maximum fee is based on documented time spent verifying condition of the space if it exceeds the allotted time.
- If there is any food service, including sale of packaged food items, approval from the Sacramento County Environmental Management District – Environmental Health Division ("Health Department") will be required prior to permit issuance. Contact EMD at (916) 874-6010 for more information.
- If it is determined that approval of the Sacramento Metropolitan Fire District is necessary, the project will not qualify for this program, and will be converted to a standard tenant improvement permit, and will require all necessary items to perform a standard plan review, including plan approval from Metro Fire.

You must complete all of the tasks in step one prior to completing the rest of the steps.

1. Fill-out the Non-Construction COO Permit Application:

OFFICIAL USE ONLY Permit #	Tenant / Business Name and Type of Business:	
Tenant / Business Email:	Tenant / Business Phone:	
Site Address:		Suite #:
Cross Street:	Assessor's Parcel Number:	

Project Information:

Occupancy: _____ # of Stories: _____ # of Units: _____

Type of Construction: _____ Does Space Have Fire Sprinklers?: ☐ Yes ☐ No

Existing Use: _____ Proposed Use: _____

Use of Space/Room	SF of Space/Room	Use of Space/Room	SF of Space/Room

Property Owner's Name:	
Property Owner's Mailing Address:	
Property Owner's Email:	Property Owner's Phone:
Applicant / Agent Name:	
Applicant / Agent Mailing Address:	
Applicant / Agent Email:	Applicant / Agent Phone:

I authorize representatives of the City of Rancho Cordova to enter the above-identified property for inspection purposes

Property Owner, or Authorized Agent Signature	Date
Intake Acceptance (Print and Sign)	Date

A Permit Technician will contact the applicant when the plans are ready for issuance

2. Once a permit is obtained:

- See the Inspection Safety Checklist on next page for items to complete prior to scheduling an inspection.
- Schedule a "Non-Construction Certificate of Occupancy" (199) inspection with the Building & Safety Division at (916) 851-8848. The Building Inspector will sign this form during the inspection at the job site. Please make sure all fixtures, office furniture, and equipment are in place for the inspection.
- If you will be selling any food products, you will need to obtain a permit and schedule an inspection with the County Environmental Health Division at (916) 874-6010. The sign off is provided by the Health inspector/representative at the job site after the inspection is completed. For food facilities, no Certificate can be issued without this sign off.
- Once all of the inspector signatures have been obtained, this signed form can be brought to a Permit Technician at City Hall. The Permit Technician will verify that there are no outstanding approvals or fees due and will provide final approval for the Certificate of Occupancy. The Certificate of Occupancy will be printed for the business, and a copy will be emailed to the Owner's email address.

3. Required Inspections:

OFFICIAL USE ONLY

Non-Con COO Inspector	Date Inspected	Approval Signature
EMD Inspector (if applicable)	Date Inspected	Approval Signature

Inspection Safety Checklist

- ☐ New and existing buildings must have legible address identification that is placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Each character shall be not less than 6 inches high with a minimum width of ½ inch.
- ☐ A power strip with over-current protection may be utilized where additional outlets are needed. Power strip(s) must be plugged directly into outlet.
- ☐ Extension cords are not to be used.
- ☐ Required clearance must be provided at electrical panel. Electrical panels shall have required covers; empty spaces are to have a circuit breaker filler.
- ☐ Identify breakers in panel and all GFCI outlets.
- ☐ Cover plates are to be provided at exposed junction boxes and all outlets and switches
- ☐ 2 foot clearance must be maintained between the ceiling and combustible storage in non-sprinklered buildings or 18 inches below sprinkler deflectors in sprinklered buildings.
- ☐ Containers, cylinders and tanks must be secured to a fixed object, on a cart, nested or in a rack.
- ☐ Exits should be clear of any obstructions, such as merchandise, racks, cabinets, etc.
- ☐ Exits are to be equipped with operable exit hardware and openable without the use of a key, special knowledge or effort (sometimes called "panic hardware").
- ☐ Exit signage shall be provided, maintained and illuminated, where applicable.
- ☐ Emergency lighting is to be provided and maintained, where applicable.
- ☐ If applicable, kitchen hood must be clean and free of grease accumulation. .

This list is not all-inclusive. Other requirements may apply.