



CITY OF FORTUNA, CALIFORNIA
Community Development Department
Building and Safety Division

621 11th street
Fortuna, California 95540
Phone: 707-725-7600 - Fax: 707-725-7610

Certificate of Occupancy

A Certificate of Occupancy (C.O.) is required for new inhabited commercial and residential structures, as defined by the City's adopted California Building Code (CBC), and for remodeling projects when the occupancy group changes, as defined in the CBC. (Example for occupancy group change - office converted to a restaurant). Contact the Building and Safety Department with questions as to what constitutes a change.

Residential Single and Two-Family Construction

Residential remodels/additions for single and two-family structures do not receive a Certificate of Occupancy. Building Inspector will perform final inspection and sign off on inspection card. Owner retains inspection card.

New construction for single and two-family structures will result in Certificate of Occupancy upon the following:

- After building is complete
- Electrical, plumbing, HVAC, water, sewer, gas tested and signed off on the permit card
- Troubleshooting has corrected any issues
- Public Works has approved water meter installation
- Public Works has approved back-flow prevention device
- Public Works has approved public improvements in right-of-way
- Driveways must be finished with asphalt or concrete
- Building address number must be posted
- All site improvements are complete or On Site Improvements Agreement is in place
- BMP's are installed and/or permanent landscaping
- Building Inspector has signed off on inspection card

A temporary C.O. may be released upon agreement.

Appeals of C.O. inspections may be made to the Building Official.

Commercial and Multi-Family Construction

Commercial remodels where the occupancy group changes, as defined in the CBC, will result in Certificate of Occupancy. The C.O. will be issued upon completion. Contact the Building and Safety Department with questions as to what constitutes an occupancy change.

New construction for multi-family and commercial structures requires a C.O. prior to occupancy:

- After building is complete
- Electrical, plumbing, HVAC, water, sewer, gas tested and signed off on the permit card
- Troubleshooting has corrected any issues
- Public Works has approved water meter installation
- Public Works has approved back-flow prevention device
- Public Works has approved public improvements in right-of-way
- Driveways must be finished with asphalt or concrete
- Building address numbers must be posted
- All site improvements are complete or On Site Improvements Agreement is in place
- BMP's are installed and/or permanent landscaping
- Building Inspector has signed off on inspection card
- Any other inspection cards (when applicable) have been signed by Planning, Public Works and/or Fire Authority, Humboldt County Health Department

A temporary C.O. may be released upon agreement.

Appeals of C.O. inspections may be made to the director or chief of the department in question.