

## CERTIFICATE OF OCCUPANCY POLICY

The Minnesota State Building Code (MSBC) requires that no building or structure shall be used or occupied, and no change in the existing occupancy classification of a building, structure, or portion of a building or structure shall be made until the building official has issued a certificate of occupancy.

### CERTIFICATE OF OCCUPANCY

Prior to the use or occupancy of a building or structure, a certificate of occupancy inspection must be performed to determine that substantial compliance with the MSBC has been achieved. After the inspection has been completed and approved, a certificate of occupancy will be issued, allowing the building to be occupied for its intended purpose.

A certificate of occupancy is required **before any new building can be occupied and before an existing building can be used for a new purpose** (MSBC Section 1300.0220)

- A certificate of occupancy inspection must be performed in order to approve the issuance of the certificate.
- A certificate of occupancy is valid for the life of the building or until the building use/occupancy changes.
- There is no fee for a certificate of occupancy inspection. Penalty fees may apply if re-inspection is necessary.

### CERTIFICATE OF OCCUPANCY INSPECTION

To schedule a certificate of occupancy inspection, please e-mail [ccs.certificate@minneapolismn.gov](mailto:ccs.certificate@minneapolismn.gov) or call 612-673-2327 a minimum of 14 days before your desired certificate of occupancy inspection date to allow for scheduling of all necessary Construction Code Services (CCS) inspectors. It is recommended that you provide additional notice when possible to allow for re-inspections when necessary. Please include the following information in your e-mail:

- 1) your name
- 2) your phone number
- 3) the permit number
- 4) the property address
- 5) the property owner
- 6) the date that you would like the inspection

Schedule an inspection at least **14 days** before the preferred inspection date

CCS Staff will attempt to schedule the inspection on or as close to the requested date as possible. CCS staff will send notification to the building, elevator, mechanical, plumbing, and fire inspectors of this appointment. Note: Fire and life-safety systems and elevators must be pre-tested prior to the certificate of occupancy inspection. In addition, electrical work performed under a state electrical permit will need a state inspection and approval. The city of Minneapolis does not schedule with the state electrical inspector.

At the scheduled day and time, the authorized representative and any sub-contractors must meet the CCS inspectors at the site.

- All rooms and spaces required to be inspected must be able to be accessed.
- The full set of city approved plans and documents must be on site and available to the inspectors.
- If corrections are required, each inspector will provide the authorized representative or subcontractor with correction orders. Corrections must be completed and re-inspected before issuance of a certificate can be authorized. Additional fees may apply if re-inspection of any work is required after the initial certificate inspection.

After each of the inspectors has approved all final inspections, CCS will issue the certificate of occupancy. You can call CCS at 612-673-2327 twenty four hours after the inspection to determine the status of inspections.

## **TEMPORARY CERTIFICATE OF OCCUPANCY**

The building official may issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that the portion or portions shall be occupied safely.

If the owner of a building desires occupancy of a partially finished building, a temporary certificate of occupancy must be requested and obtained. The part of the building to be occupied must be safe for any occupants while the construction proceeds. All life safety features of the building must be complete and in working order, and the construction work must be separated from the occupied portions of the building. The fee for a temporary certificate of occupancy inspection is as stated in the current Director's Fee Schedule. The fee is due upon request for the temporary certificate inspection.

In condominium and apartment structures a temporary certificate may be requested in order for residents to move into finished dwelling units while work continues in unfinished portions of a building. All common areas and life safety features of the base building must be finished and approved by Construction Code Services (CCS) inspection in order to receive a temporary certificate of occupancy. A certificate of occupancy must be issued first for the base building before a temporary certificate can be requested and issued. In addition, apartment structures must have all dwelling units finished and approved by CCS inspection on any floor that will be occupied. It is also recommended that the plumbing sub-contractor discuss air testing with the plumbing inspector prior to requesting a temporary certificate.

If a temporary certificate of occupancy is issued, the authorized representative must still apply for the certificate of occupancy prior to the expiration date on the temporary certificate.