



Certificates of Occupancy

CITY OF NEWARK, CALIFORNIA

BUILDING INSPECTION DIVISION

37101 Newark Boulevard, Newark, CA 94560-3796 • 510-578-4261 • Fax 510-578-4307 • e-mail: building.inspection@newark.org

Basic Certificates of Occupancy

Before a building can be occupied it must be granted a Certificate of Occupancy documenting not only that the building is ready for occupancy, but that the type of occupancy is appropriate for the building.

The Certificate of Occupancy is included on the building permit form and the inspection job card. A Certificate of Occupancy is issued after construction is complete and the building is ready to occupy.

Temporary Certificates of Occupancy

A temporary Certificate of Occupancy can be granted for a construction project which is not completely finished, provided it is safe to occupy and the outstanding construction issues are minor. To obtain a temporary Certificate of Occupancy, the developer must make a written request to the Building Official that the project be granted a temporary Certificate of Occupancy. Such written request needs to contain the following information:

- Project address.
- Description of the use that will occur during the period the temporary Certificate of Occupancy is valid. (Some projects are only partially occupied, others will be fully occupied.)
- The time frame for which the temporary occupancy is requested.
- Description of the areas of the building that will be temporarily occupied. (Sometimes only portions of a building will be temporarily occupied.)
- Any mitigating measures that will be taken to make the temporary occupancy safe for those who will be occupying the building.

Tenant Spaces in Malls

There are two mall buildings in the City of Newark, NewPark Mall and Lion Mall. Mall buildings are constructed quite differently than conventional retail buildings. Because of the unique construction and safety features of mall buildings, the California Building Code requires that the individual tenant spaces are more closely monitored than is required in conventional retail buildings. Each time a new tenant moves into an individual tenant space, the owner or tenant must obtain a change of occupancy permit, submit a simple floor plan, call for an inspection by the Building Inspection Division, and receive a new Certificate of Occupancy. The floor plan must be drawn on letter size paper and show walls, exits, and exit signs for the individual tenant space. For a sample of a typical floor plan please contact the mall management or visit the Building Inspection office at 37101 Newark Boulevard.