



Department of Planning

GUIDANCE NOTE

GN0003 – January 2020

EXISTING BUILDING CERTIFICATE OF OCCUPANCY AND CERTIFICATE OF COMPLETION

Purpose

The Department of Planning in an initiative to improve customer service has developed this Informational Bulletin to provide guidelines to aid the applicant with the request for an Existing Building Certificate of Occupancy and Certificate of Completion

Scope

A Certificate of Occupancy (C.O.) or a Certificate of Completion (C.C) for an existing building may be obtained for an existing building or space that has not had any fit-outs, renovations or modifications within a year before application and had never received a Certificate of Occupancy. The application should be made to the Director of Planning and by supplying the necessary documentation to determine compliance with the technical codes for the occupancy intended.

Where necessary, the Director of Planning may require one or all of the following documents:

- Site Plan
- Plans of the existing space inclusive of mechanical, electrical and plumbing drawings,
- An engineering report from professional structural engineer registered with the Department of Planning verifying the structural integrity of the structure,

- A report from a licensed plumber and a licensed electrician verifying compliance with the relevant codes.

IF APPLICABLE –

- Life Safety Plan, occupancy classification, type of construction, occupant load, exiting requirements, etc.
- A report from a qualified fire protection installer indicating the existing condition of the fire protection systems such as fire alarms and/or a fire sprinkler system etc.

After the submitted documentation has been examined, a building permit may be required to allow for final inspections.

The following final inspections will be required depending on the circumstances:

- General Building,
- Mechanical,
- Electrical,
- Plumbing,
- Planning
- Fire Protection systems, where applicable
- DEH, where applicable
- Water Authority, where applicable

Upon approval of all of the required inspections, a Certificate of Occupancy (C.O.) or a Certificate of Completion (C.C) will be issued.

For additional information, please email the Department of Planning at info@planning.gov.ky or call (345) 244-6501 or visit our website at www.planning.ky.