



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS**

Inspection and Compliance Administration

Guidelines for the issuance of Conditional Certificates of Occupancy

The 2008 Construction Code, 12A DCMR §110.4, gives the Building Official the authority to issue a Conditional Certificate of Occupancy (CCO) if the building, structure, or portion thereof may be safely occupied even if the work required under the issued permits is not complete.

In order to be more consistent with the issuance of these Conditional Certificates of Occupancy the Chief Building Official is establishing that minimum criteria that must be met prior to granting a CCO.

Administrative

As soon as the need for a Conditional Certificate of Occupancy is recognized, the owner of the property shall draft a letter requesting the CCO and deliver it to the Zoning Administrator and Chief Building Official. The letter with any supporting documents shall clearly state why the CCO is needed, the issues that prevent the issuance of the full Certificate of Occupancy, and a timeline for the correction of these issues. The property owner shall then submit the following documentation and pay the required fees:

1. A Certificate of Occupancy application
2. Two sets of plans illustrating all areas to be occupied and egress paths to a public way and how construction areas will be separated from occupied.
3. An emergency fire plan
4. Verification that all fire protection systems, where required, are fully functional
5. Copies of the Inspection Record Cards for the inspections performed on the property.
6. All violations issued have been abated.
7. All permits related to the project have been inspected and closed.
8. Core and shell provision of code shall still apply

Building

1. All structural work must be completed and have an approved final inspection or partial final for phased construction.
2. Where applicable, Certifications by special inspectors shall be reviewed and approved by the appropriate design professionals as well as owner before submitting to the code official for final review and approval.
3. Emergency vehicles including police, fire, and ambulances must have acceptable access to the building.
4. Sufficient means of egress must be provided as required by the Construction Codes. The egress routes may not include portions of the structure without a Certificate of Occupancy.
5. The means of egress must be adequate; accessible; and have all of the required egress, exit and emergency lighting installed and operational.

6. Prominent warning signs shall be posted informing construction personnel and building occupants of the locations of egress routes and the requirement to maintain the egress routes free from obstruction at all times.
7. The emergency fire plan must be provided to all occupants of the building.
8. All phases of construction must be inspected and approved by the DCRA (or an approved third party inspection agency). If the inspections were performed by a third party inspection agency, the reports of inspection shall be submitted in accordance with the Third Party Inspection Manual. Under no circumstance will DCRA issue a certificate of occupancy without complete Third Party inspection reports approved by DCRA and entered into the database. Please allow at least 2 business days for reviewing processing third party reports
9. Where required by code, occupant load signage shall be posted in conspicuous locations.
10. All accessibility requirements verified for compliance.

Fire Protection Systems

1. In existing buildings, all fire protection systems, including standpipe and alarm systems, must be complete, fully operable, tested, and approved. If the building has a central monitoring system or a firefighter's communication system for fire emergencies, it must be fully complete, tested and approved.
2. All fire hydrants serving the building must be operable and accepted by the Fire Department.
3. In new buildings, all standpipes must be in place and working. The sprinkler system must be tested and approved one floor above and one floor below the floor to be occupied.
4. The fire alarm systems, including smoke detectors and pull stations must be installed, tested, and approved for the ENTIRE building.
5. Where portion of building is still under construction, provisions shall be made to ensure safeguards during construction are maintained.

Electrical

1. The electrical systems serving the area to be occupied must be complete and approved.
2. The standby power system for the building must be installed, tested, and approved.

Mechanical / HVAC

1. The heating, ventilation and air conditioning system serving the area to be occupied must be complete and approved.
2. Stair pressurization tests for stairs required for egress must be tested and approved.
3. Smoke evacuation systems in areas to be occupied must be tested and approved.

Plumbing

1. All plumbing serving the area to be occupied must be complete, tested, and approved.
2. The sanitary sewer connection and lateral into the building must be complete, tested, and approved.

Public Space

1. Sidewalks, driveways and all work in the public right-of-way must be complete and approved.

Access for individuals with disabilities

1. The access into the building, the path of travel to the occupied area, and the plumbing fixtures to serve the area shall be complete and approved.
2. Accessible parking spaces shall be provided and signs installed.

Zoning

1. In cases where parking is required, that number of spaces needed to satisfy the parking demand for a partial use of the building must be provided. These spaces must be paved and striped.
2. If the property is subject to any special zoning approval, the property must comply with the conditions of that approval.

Review by the Zoning Administrator and Building Official

The Zoning Administrator and Building Official will review the package requesting the CCO. Either of the reviewing officials can deny the request for a CCO. Either of the officials can attach conditions to the CCO including but not limited to:

- Fire watch
- Change in occupant loads
- Limited or no alcohol use
- Occupancy only for stocking and set up
- Specified duration
- Any other conditions deemed necessary

The property will be subject to surprise inspection at any time it is covered by the CCO. If any of the conditions are found to be contrary to what was represented or not being met, the CCO will be subject to revocation pursuant to DCMR 12A §110.5.6 and the owner will be subject to administrative and civil penalties.

Rabbiah Sabbakhan
DCRA Chief Building Official



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