

Occupancy Permits

Building Safety Division

Certificates of Occupancy and Temporary Certificates of Occupancy



Certificates of Occupancy

Obtaining a Certificate of Occupancy

No building is to be used or occupied and no change in the existing occupancy classification shall be made until the Codes Administrator has issued a Certificate of Occupancy. A Certificate of Occupancy is issued to the permit holder after all work associated with the building permit has been completed and found to be satisfactory by the inspection staff. For information on the inspection process see the Inspection Guidelines information. Please note that the Certificate of Occupancy only pertains to the use of the building or structure as it relates to the building code. All other types of required operational permits need to be secured separately prior to the building or structure being utilized.

Temporary Certificates of Occupancy

It is possible to secure a Temporary Certificate of Occupancy (TCO) prior to all of the permitted work being completed, provided that the inspection staff can determine that it is safe to occupy/use the building or structure. For some structures, like high-rise buildings and commercial strip centers, individual permits may have been issued for the shell building and the tenant space(s). In this type of circumstance you must obtain Temporary Certificates of Occupancy for both the tenant space and the shell building. In order to obtain a TCO, you must first obtain a final inspection. As part of the final inspection the inspector will evaluate the following:

- whether or not the building is substantially complete

- whether or not all life safety items have been installed and operational
- whether or not the overall site is safe for pedestrian and vehicular traffic and
- whether or not all pertinent permit stipulations have been satisfied.

Permit stipulations vary from project to project. Common ones that will prevent a TCO from being issued are “public improvements” not completed and the final report for “special inspections” not having been submitted and approved. Life safety items can be numerous. Generally they include all fire protection systems and means of egress components.

Once the inspector is satisfied that the building or a portion of the building is safe for occupancy, a clearance will be given for the issuance of a TCO. The certificate itself must be picked up at the Building Safety Division counter at City Hall. There is a charge for the certificate; please call 913/895-6205 prior to coming to City Hall and a Permit Representative will tell you what the fee will be.

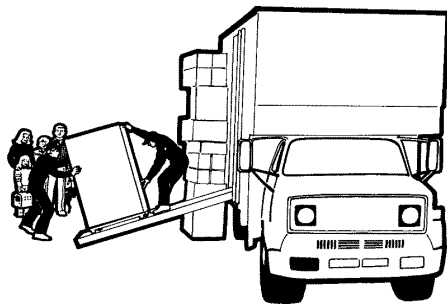
All TCO’s are issued for a limited amount of time, with the understanding that the construction will continue to proceed in a timely manner. Generally, it is expected that your project will be completed and inspected prior to the expiration date. However, if the project is not complete and you need additional time, you will need to discuss extending the TCO with your inspector. Do not allow the TCO to expire. This would be a code violation for which you could be issued a “Notice to Appear in Court.”

When it comes to occupying or using a building, many questions invariably come to the forefront. Questions such as:

- Do I need an occupancy permit to stock?
- Can I occupy just a small portion of my building?
- What do I need to do to get my employees in for training purposes?
- When can I bring my computer techs in?

Answers to these questions vary depending on the project. Talk with your inspector about these issues who should be able to assist you. If you don't know who your inspector is, call 913/895-6205, and ask for the Inspection Supervisor.

The Planning and Development Services Department also offers a Pre-Occupancy Program (POP). The crux of this program is a meeting, whereby contractors and owners are given the opportunity to meet with city staff involved in the project. The idea is to make sure that all pertinent issues are identified and that everyone is fully aware of what is needed to occupy the building or structure. If you feel that this type of meeting would be helpful, please contact the Inspection Supervisor and he can make the appropriate arrangements.



If you have questions or would like a copy of any of the following brochures, please contact Planning and Development Services at 913/895-6217.

Information to Help You

- Inspection Guidelines
- Special Inspections
- Temporary Signs
- Health and Environment, City of OP
913/895-6270 for commercial kitchens, pools
- Engineering Services, City of OP
913/895-6223 for public improvements
- State Boiler Inspector
785/296-4386 or 800/332-0353
- Johnson County Wastewater District
913/681-3200/681-6606
- Johnson County Water District #1
913/895-5500
- On-line Development Center
(Check Inspection Status)

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Planning and Development Department
Building Safety Division
8700 Santa Fe, Overland Park, KS 66212
Ph. (913)895-6225 Fax (913)895-5016
peod@opkansas.org
<http://www.opkansas.org>

City of Overland Park
Planning and Development Services Department
8500 Santa Fe Drive
Overland Park, KS 66212

