

# *Commonwealth Code Inspection Services, Inc.*

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## **Minimum requirements for Change of Occupancy or request for Certificate of Occupancy**

- Existing Certificate of Occupancy must be submitted with application, ( If no Certificate is provided the structure will be considered "Uncertified" and all requirements for " Uncertified Buildings" must be met.)

**If an existing Certificate of Occupancy is provided the following information must be provided.**

### **Detailed floor plan with all the following**

- Dimension of entire structure, number of floors, use of each floor, and all interior rooms on all floors..
- Proposed or existing use for all areas. ( clear description of the existing or proposed use is necessary)
- Location of all exits and door swing.
- Location of restroom(s)
- Emergency lights with remote heads at the exterior of all designated exits, exit signs and tactile exit signs for all designated exits.
- Location of fire extinguishers.

**All proposed areas to be used must be fully accessible all applicable accessible features listed below must be depicted on the plans.**

**Accessibility. Existing buildings or portions thereof that undergo a change of group or occupancy classification shall have all of the following accessible features:**

1. At least one accessible building entrance.
2. At least one accessible route from an accessible building entrance to primary function areas.
3. Signage complying with Section 1110 & E-107 of the *International Building Code*.
4. Accessible parking, where parking is provided.
5. At least one accessible passenger loading zone, where loading zones are provided.
6. At least one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.