



Certificate of Occupancy Process

Obtaining a Certificate of Occupancy

Newly constructed buildings and existing buildings undergoing a Change of Use must obtain a Certificate of Occupancy issued by the City of Arcata before the building can be occupied or used.

During the review process for your building project, several City departments will have evaluated your plans and other application materials. Depending on your project, they may have required that certain specific conditions be met, in addition to general Building Code requirements. You should be aware of all departments that reviewed your information, and all requirements relating to your project. (If not, please contact the Building Department.)

To obtain a Certificate of Occupancy you must have final inspection approvals from each City department that issued requirements. Their approvals are recorded on the job record card which was issued with your building permit. Following is a list of departments and their telephone numbers. Please contact each department directly to request inspections:

Engineering / Building Department

707-856-5500

Community Development Department

707-822-5955

Environmental Services Department

707-822-8184

Arcata Fire Protection District

707-601-8607 (Ed Laidlaw)

When you have obtained all these final inspection approvals on the job record card, call the **Building Department Inspection line** at **707-825-2144** and request a "Certificate of Occupancy Inspection."

Within the next business day, a building inspector will make an inspection, verify that the necessary approvals are recorded, and issue the Certificate of Occupancy at the site.

Please do not call for a Certificate of Occupancy inspection before all necessary final departmental inspections have been made and are recorded on the job record card. If the building inspector cannot verify on the job record card that final inspections have been made and all City departmental requirements have been met, a Certificate of Occupancy will not be issued, and a re-inspection fee may be assessed.

Planning ahead for final departmental inspections and approvals will streamline obtaining your Certificate of Occupancy, and ensure you avoid additional fees.

Note that if you have all departmental final inspections and approvals on your job record card, you may bring it to the Building Department to receive your Certificate of Occupancy. We are located at City Hall, 736 F Street. Please call 707-822-5956 to arrange for an appointment so we can prepare the Certificate of Occupancy ahead of time.

Please be sure to speak with the Building Inspector or Building Official as soon as any questions or concerns arise.