



BUILDING AND SAFETY DEPARTMENT

Phone: (310) 605-5509 [www.comptoncity.org](http://www.comptoncity.org)

**APPLICATION FOR CERTIFICATE OF OCCUPANCY EXEMPTION OF PLAN REQUIREMENTS**

THIS APPLICATION IS ONLY FOR THE FOLLOWING CRITERIA

- Floor areas less than 2,000 square feet of floor area
- Existing use is **unchanged**, the business operation is the same (you may need to provide evidence)
- Existing use does not involve any type of food facility
- **No work** performed and no improvements performed on the property without building permits
- Site is compliant with state regulation for accessibility (ADA parking stalls, etc.)
- Tenant has the right of access to the property (signed lease, etc.)

If your response to each comment is **yes**, you qualify for construction document exemption (no plans required)

Site Address	
Assessor's Parcel Number	
Tenant's name (applicant)	
Tenant's address	
Tenant's Telephone	
Tenant's email	
Type of business	
Name of business	
Floor area of business (Sq. Ft.)	
Type of business / occupancy	

**By signing this document, you acknowledge that you meet these requirements. If the information provided is inaccurate, you may be required to submit construction documents. Return the signed document by the inspector to process along with your certificate of occupancy application for processing and approval. \*Please verify all information before issuance\***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Present this document to the inspector **on site** at inspection time: C of O# C024-\_\_\_\_\_

**Field Inspector's Use Only**

Approved:  Denied:

Plans Required:  License Contractor Required:

Inspection approval date: \_\_\_\_\_ By: \_\_\_\_\_

Inspection Denied date: \_\_\_\_\_ By: \_\_\_\_\_