



## Change-In-Use Permits

A “Change-in-Use” (or CIU) permit is required when a business wishes to move into an existing space that wasn’t originally constructed in such a way as to accommodate the new use. An example would be if someone wanted to move a retail, office, or assembly-type of business into an existing warehouse space. Another could be converting a retail or warehouse space into a church.

When the original construction requirements for the existing space are less restrictive than the requirements for the new use, certain code-required elements may not be present in the existing space. This means that the exiting, fire suppression, heat and air conditioning, and accessibility features that are required to accommodate the new use may not be in place, or may not be adequate, and will need to be addressed before the Building & Safety Division can grant legal occupancy of the space.

*Before any plans are submitted, please check with the Planning Department at (310) 605-5532, to see if the zoning conditions for the existing space would allow for the new, proposed use of the space. Certain types of businesses may not be allowed to be in the area in question.*

### Definitions:

Here is a list of the most common occupancy uses, and a brief description (a complete list is contained in the 2022 California Building Code, Chapter 3 Use and Occupancy Classification):

Occupancy	Definition
A	Assembly occupancies include, among others, the use of a building for the gathering of persons for purposes such as civic, social or religious functions; recreation; food or drink consumption; awaiting transportation; motion picture and television production studio sound stages; approved production facilities and production locations.
B	Business occupancies include, among others, the use of a building for office, professional or service-type transactions, including storage of records and accounts.
E	Educational occupancies include, among others, the use of a building by more than six persons at any one time for educational purposes through the 12th grade.
F	Factory Industrial occupancies include, among others, the use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations.
H	High-hazard occupancies include, among others, the use of a building that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard.
I	Institutional occupancies includes, among others, the use of a building in which people are cared for or live in a supervised environment; having physical limitations because of health or age; are harbored for medical treatment or other care or treatment; or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted.

M	Mercantile occupancies include, among others, the use of a building for the display and sale of merchandise and involve stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
R	Residential occupancies include, among others, the use of a building for sleeping purposes when not classified as Institutional (Group I) (this would include apartments, condominiums, hotels, motels, etc.). Homes, Duplexes, and townhomes are covered by the California Residential Code).
S	Storage occupancy includes, among others, the use of a building for storage.
U	Buildings and structures of an accessory character and miscellaneous structures.

**Plan Submittal Requirements:**

The items listed below are needed to submit your project for review of the building plans. If the submittal package is incomplete, we will be unable to render a thorough plan review. This will cause delays in the plan review process and issuance of the building permit. The plans should clearly distinguish between all existing conditions and new construction. Additional information may be required during or after plan review.

*Please Note:*

- A multitude of information can be combined on plans for non-complicated permits if clarity is maintained.
- Other departments and agencies may have to review and approve plans before permits can be issued.
- Depending on your building’s occupancy, your plans may be required to be drawn by a licensed professional. See form # RCB0813 Preparation of Plans and Specifications for more information.
- All Tenant Improvements, alterations, remodels, will require approval from the Sacramento Metropolitan Air Quality Management District (SMAQMD). **See contact information at end of this document.**

**Document Submittal List**

**Drawings:**

Plan Size: 24” x 36” to 36” x 48” drawn to scale and fully dimensioned. Plans must be clear and legible. Provide the minimum number of sets as required:

- 1 set for the Building & Safety Division
- 3 sets for the Fire District (**Separate submittal, see contact information at end of this document**)

**Drawings to consist of:**

- |  |                                  |
|--|----------------------------------|
| • <b>General Information (“Cover Sheet”)</b>   | • <b>Site Accessibility Plan</b> |
| • <b>Plot/Site Plan</b>                        | • <b>Floor Plan</b>              |
| • <b>Architectural / Fire-Life Safety Plan</b> | • <b>Energy Compliance Plan</b>  |
| • <b>Mechanical Plan</b>                       | • <b>Plumbing Plan</b>           |
| • <b>Structural Plan</b>                       | • <b>Electrical Plan</b>         |

- **Food Equipment** (when required by Environmental Health for food facilities)
- **Calculations** (two sets, if required):
  - **Structural Calculations** (Note: All structural details shall be part of the plans, and wet signed by the design engineer)
  - **Energy calculations** (Note: calculations shall be signed by a document author and property owner and shall be a part of the approved plans)

**Other Documents:**

- **Hazardous Material Declaration** (List type and quantities of chemicals stored on-site)
- **Form # RCB0907 Access Compliance for Existing Non-Residential Buildings** (required at time of submittal for all interior alteration permits, including Change-in-Use)
- **Asbestos Renovation / Demolition Survey & Notification Form** Required by the Sacramento Metropolitan Air Quality Management District (SMAQMD) for commercial tenant improvements and demolitions.

## **Plan Review Turn-Around Time Frames**

Once plans are submitted, and depending on the type of project, the first set of plan review comments can typically be generated within 10 days after submitting the plans for review. Depending on the nature of the corrections to be made, and the expedience of the customer in returning the plans for re-check, it can be anticipated that a plan can be approved within 10 days of re-submittal. However, this does not mean a building permit can be issued. All commercial projects require the approval of the Planning Department, Public Works Department, and the Fire District prior to being released for permit. Some

Projects may also require the approval of the Sacramento County Environmental Management Department (commonly referred to as the “Health Department”), the Sacramento Area Sewer District, the Sacramento Metropolitan Air Quality Management District, and a host of other outside agencies. Our staff will make the applicant aware of which agency approvals are required for the project at the first plan review turn-around.

## **Permit Issuance:**

The Building & Safety Division will issue a building permit for the project after all necessary approvals are received. Before the permit is issued, one final check of all project holds will be reviewed, and any payment of any remaining fees will be due.

No commercial building permit may be issued without the approval of the local fire district. A separate submittal and fire district permit is required prior to building permit issuance. For fire district submittal requirements, see the contact information for the Sacramento Metropolitan Fire District located in the “Contact Information; Outside Agencies” section of this document.

## **Field Inspections:**

Once the permit is issued, inspections may begin. Inspections are scheduled via our phone-in inspection request system. To schedule an inspection the customer will go the [www.comptoncity.org](http://www.comptoncity.org) to log in to their accounts, and enter the permit number after being prompted. The customer is then given the option of choosing the inspection they wish to schedule, and whether they would prefer a morning (AM –8:00AM to 12:00PM) or afternoon (PM - 1:30PM to 4:00PM) inspection, with the understanding that this is a request only, and will be accommodated as much as possible.

For our customers who need a more accurate idea of when the inspector will be at their site, we offer a special service. After scheduling their inspection, the customer can call our inspection office line, (310) 605- 5509, between 7AM and 8AM, the morning of their scheduled inspection, and speak directly to the Building inspector. At that time, the inspector can give the customer a two-hour time period in which the inspector will be at their job site. This service is subject to workload constraints, and availability of staff.

## **Certificate of Occupancy:**

**After the successful completion of all required inspections, and all required approvals from all agencies involved, a Certificate of Occupancy will be issued for the new business. This document is proof that the business has the legal right to occupy the space.**

### Other Contacts Information:

1. Listed below are agencies, both City and others, that have direct influence on the **Planning**: Please check with Planning Department (310) 605-5532
  - a. ~~Building and Safety requires your project to be approved and stamped by the Planning Department at~~ submittal time.
  - b. Zoning
  - c. Use and Occupancy
2. **Building and Safety** Please check with Building Department at: (310) 605-5509
  - a. Plan check submittals
  - b. Permits (Building, Electrical, Mechanical and Plumbing)
  - c. Inspections
  - d. Correction/Violation
  - e. House sale release
  - f. Substandard, Etc.
3. **Fire**: Please check with Compton Fire Department at: (310) 605-5670; 201 S. Acacia
  - a. Fire safety
  - b. Means of egress; emergency exits
  - c. Path of travel
  - d. Hazardous/Flammable material
  - e. Kitchen hood etc.
  - f. Fire sprinklers
  - g. Associated permits (high pile storage racks, etc.)
4. **Public Works**: Please check with Public Works Department at:(310) 605-5505
  - a. Storm water runoff/Storm drains; L.I.D. requirements (low impact development)
  - b. SWPPP
  - c. SUSMP
  - d. Civil Plans (grading and site utilities)
  - e. Off site improvement
  - f. Utilities connections
  - g. Sewer Connections
5. **Water and Refuse**: Please check with Water Division at: (310) 605-5524
  - a. Utilities, connections, meters
  - b. Waste management
  - c. Trash and debris
6. **Local School District**: [www.compton.k12.ca.us/index.aspx](http://www.compton.k12.ca.us/index.aspx) CUSD, 429 S. Oleander Ave. Compton, CA 90220 (310) 604-6597
  - a. New construction of Residential or Commercial is required to check with school district for school fees.
7. **LA County Sanitation District**: [www.lacsd.org](http://www.lacsd.org) Check with LA Sanitation District at: 1955 Workman mill Rd. Whittier, CA 90601 (562) 699-7411 and (562) 940-6899 or (323) 685-5217 Extension 2727
  - a. Sewer Connections for building discharges, Use and Occupancy (bathrooms and grease interceptor), Industrial Waste.
8. **S.C.A.Q.M.D** <http://www.aqmd.gov/> (South Coast AQMD 21865 Copley Dr Diamond Bar, CA 91765 (909)-396-2000 800-CUT-SMOG (288-7664)
  - a. Lead and Asbestos testing, results, and abatement prior to any issuance of permit.
  - b. Demolition
  - c. Tanks removals
9. **LA County Health Dept.:** [www.publichealth.lacounty.gov/eh](http://www.publichealth.lacounty.gov/eh)
  - a. Restaurants, Food sales. Check with LA County Public Health, 5050 Commerce Dr., Baldwin Park, CA 91706, <http://www.publichealth.lacounty.gov/eh>