

Certificate of Occupancy Chart

6/1/13

Type of Property	Current Requirements
One or Two Family Owner Occupied	No C of O is required
One or Two Family Owned by RHA	No C of O is required
One or Two Family Occupied by the Owners; Spouse, Child, Parent or Sibling	A C of O Exemption may be obtained by submission of the required application and proof of residency & relationship. The exemption, once approved, must be renewed every three years.
One or Two Family Non-Owner Occupied	The C of O is required to be renewed every six years. The only exception to this would be if: ➤ The C of O for a one or two family is issued on or after 1/1/14; ➤ The property is located in the Lead High Risk Area; ➤ Interior Deteriorated Paint is found during the C of O inspection; and ➤ Interim Controls are used to remedy the lead hazard. In this situation the C of O must be renewed after three years.
Mixed Occupancy Building containing one or more residential dwelling units.	The C of O is required to be renewed every three years.
Multiple Dwelling (3 or more units)	The C of O is required to be renewed every three years.
Commercial Only Building	A C of O is required only when the use is being established or changed.
Transfer of ownership of a Single Family	A C of O is not required
Transfer of ownership of a Two Family	A C of O is required if one has not been issued within the previous two years.
Transfer of ownership of a Mixed Use or Commercial only building	A C of O is not required
Transfer of ownership of a Multiple Dwelling	A C of O is not required
Reoccupation of a structure which has at least one residential dwelling unit after a vacancy period of more than two months	A C of O is required if one has not been issued within the past year.