

Housing Certificate of Occupancy

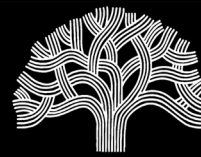


**CITY OF OAKLAND
BUILDING SERVICES**

250 Frank H. Ogawa Plaza, 2nd Floor,
Oakland, CA 94612
Inspection Services: 510.238.3443
FAX: 510.238.2263



**Condominium Conversions
(Ordinance 10080 C.M.S.)**



CITY OF OAKLAND • BUILDING SERVICES

Housing Certificate Of Occupancy

Condominium Conversions

Application Processing Guide

Municipal Code chapter 16.36 requires that a Certificate of Occupancy (CO) for a building be re-issued as one of the conditions for converting existing rental housing units to residential condominium ownership.

After filing an application with the Zoning Division for a tentative subdivision map, the owner shall file a CO application (type 9 permit) at the Permit Center. The following reports shall be submitted by the owner with his or her CO application:

- **Report of Building Record (“3R”)**

(prepared Building Services)

The report identifies the permit history for the building and determines the number of “legal” units. The owner shall apply for a “3R” report at the Cashiers Station and should allow up to two months for processing.

- **Property Report**

(prepared by licensed contractor or engineer)

The report evaluates the existing conditions of the foundation, roof, and the electrical, plumbing, and mechanical systems and estimates future maintenance costs.

- **Structural Pest Report**

(prepared by licensed pest control operator)

The report identifies termite infestations, termite damage, and fungus damage and it must conform to the California Business and Professions Code, Section 8516. *August 2012*

- **Utilities Report**

(prepared by property owner)

The report identifies the number of gas, electrical, and water meters, the location of water shutoff valves, and laundry and storage facilities.

Inspections

The Inspections Division will schedule a site visit with the owner within two weeks after receiving a complete CO application from the Permit Center. All of the rental housing units will be inspected for conformance with the habitability regulations in the Oakland Housing Code (Municipal Code chapter 15.08).

If the CO inspection identifies violations that require corrective permits, including minimum ceiling height, minimum window size (bedroom rescue, sunlight, ventilation), and prior work completed without required permits, the owner shall obtain separate Zoning approval and building, electrical, plumbing, and mechanical permits. The CO will not be issued until all permits have received final inspection approvals.

Code Upgrades

Municipal Code Chapter 16.36 requires that walls and floors separating dwelling units and interior-corridor entry doors be retrofitted for sound insulation before a unit is offered for sale (permits are required). Because the Building Code does not consider conversions of existing rental housing to condominium ownership a Change-of-Occupancy, no other code upgrades are required for this type of conversion. Conversions of non-residential occupancies, however, require a full code upgrade of the existing building (seismic retro-fit, electrical/ plumbing/ mechanical systems, etc.)

Owners should contact the Inspections Division **before** applying for any remodeling permits. Most owners postpone voluntary upgrades and mandatory sound retrofitting until **after** their CO has been issued and their **final** subdivision map has been signed by the City Engineer.

Issuance

After Housing Code and work-without-permit violations, if any, are corrected and the required permits, if any, are **finalized**, the owner shall schedule a final CO inspection. Upon confirmation that all violations have been corrected, the CO will be prepared.

The CO will be issued when the **tentative** subdivision map is approved. A re-inspection of the premises will be required if the tentative subdivision map is not approved within six months.

The re-issued CO shall be submitted with the owner’s subsequent application for a **final** subdivision map.

Permit Center: (510) 238-3891
Zoning Unit: (510) 238-3911
Inspection Scheduling: (510) 238-3444
Pay By Phone: (510) 238-4774