

Certificate of Occupancy Information

A building or structure shall not be used or occupied, and a change of occupancy of a building or structure or portion thereof shall not be made, until the *building official* has issued a certificate of occupancy. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of the City Code or other ordinances of the jurisdiction.

The purpose of the code is to establish the minimum requirements to provide a reasonable level of safety, public health and general welfare through structural strength, *means of egress* facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire, explosion and other hazards, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

Please read the following information:

- Prior to occupying a building/space, or building a new structure, be sure that the type of occupancy that you are proposing is allowed by the City of Glenpool Zoning Ordinance.
- If you are building a new structure, your certificate of occupancy is tied to the project and associated with the approval of the building final inspection.
- An application for a Certificate of Occupancy may be submitted online. The information is on our website. If you plan on making certain alterations or doing a remodel, it may require a Building Permit. Framing (walls), electrical, plumbing, mechanical (A/C), or certain demolition work can cause the need for a Building Permit. The Certificate of Occupancy would then be attached to the completion of proposed work. Be advised when occupying a tenant space that it may be required to build/maintain separation (fire) walls from the neighboring spaces.
- The fire department may have certain requirements such as egress path, fire extinguishers, smoke alarms/detectors, Knox Box and sprinkler head location changes (based on the moving of walls). Current tested and expired inspection of fire extinguisher(s) installed
- To request an inspection, go to our website and the process will be under "Building, Permits, and Inspections".
- We will check for an address and suite numbers (if applicable) per the code, working restroom(s), use of extension cords, possible backflow connections to City water and other life safety items.
- Restaurants may require items such as vent hoods, grease interceptors, three compartment sink, mop sink and indirect floor drains.
- It may also be required to obtain an electric or gas meter release. It will be based on City and provider requirements. All utilities must be operational.
- On a new building, all trade finals and building final must be approved prior issuance of the certificate of occupancy.
- **No occupancy and/or business operations are allowed without an approved Certificate of Occupancy.**
- An OMMA (medical marijuana) business does require a Certificate of Occupancy. The inspection must be scheduled after you have obtained a new State OMMA License.

This information is not intended to be an all-inclusive list. It is a guide to assist in the process of obtaining a Certificate of Occupancy with the City of Glenpool.

If you have any concerns or questions, please contact us at the information provided below.