

## **BUSINESS CHANGE OF CERTIFICATE OF OCCUPANCY PROCESS**

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1. This process must be followed when any of the items listed below apply AND there will be no changes to the tenant space. **If there are or will be any construction modifications to the tenant space such as building/removing walls; electrical, mechanical, plumbing system additions, deletions, alterations; or kitchen equipment change-out, PLEASE STOP, a Tenant Improvement permit may be required instead. For questions call the number at the bottom of this form.**
  - a. Change of ownership of a building
  - b. Change of ownership of a business
  - c. Change in the business name
  - d. Change of use in the building - EXAMPLES BELOW ARE NOT ALL INCLUSIVE
    - i. changing the use from that of the previous tenant (ex: retail store to restaurant)
    - ii. new business into an existing space
    - iii. new business into a vacant space
    - iv. new business sharing space with existing business

Applications classified as a Change in Use are reviewed on a case by case basis to determine if a Tenant Improvement permit is required instead.
2. A Floor Plan with the following information will need to be uploaded with your application.
  - a. Dimensions of the width and depth of the space you will be occupying.
  - b. Draw in the location of all interior partition walls along with location and size of all exit doors.
  - c. Label each room with its use including the restrooms.

\*For multi-tenant buildings also attach a building layout (map) showing the spaces contained in the building including suite or unit numbers. Check with your property management company.
3. Complete the Business Change of Occupancy application online at: <https://cityviewportal.thorntonco.gov/>
  - a. Follow the attached Business Change permit entry instructions to enter the application online.
  - b. After the application is submitted, reviewed and approved you will receive notification on how to pay the \$25 application fee.
  - c. Please allow up to 10 working days for processing. Timeframe may vary based on volume of applications.
4. All Business Change of Certificate of Occupancy permits are required to pass inspections in order to receive a Certificate of Occupancy. New businesses and businesses occupying a new space are required to have a Certificate of Occupancy prior to opening to the public. Both the Building Inspection Division and the Fire Department will conduct inspections checking for basic safety items such as those listed below:  
\*list may not be all inclusive\*
  - a. BUILDING INSPECTION:
    - i. Exit and Bathroom signage
    - ii. Emergency lighting
    - iii. Exit doors
    - iv. Corridor/Hallway obstructions
    - v. Mechanical/Electrical/Plumbing code issues
    - vi. Food service businesses are required to submit a copy of the Tri-County Health Inspection Report prior to final inspection.
  - b. FIRE INSPECTION (See Attached Checklist)
    - i. For businesses equipped with a Fire Alarm, Fire Sprinkler or Hood System you are required to provide a copy of the annual testing, maintenance, and inspection report within the past 12 months.
5. If you are replacing a sign, installing new signs, placing banners or temporary signs, a separate sign permit is required.
6. Please note that you will also need to apply for a business license through the Sales Tax office.

# BUSINESS CHANGE OF CERTIFICATE OF OCCUPANCY

## Portal Entry for a Business Change of CO Permit

**A permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.**

- A. Create an online portal account at <https://cityviewportal.thorntonco.gov/>  
(If you are already registered you can skip this step and Sign In)
- On the top left of the page click on the **Register** link
  - Enter your **email address** and create a **password**
  - When asked “Would you like to associate your account with an existing Business license” **SELECT NO**
  - Enter the applicant’s contact information and click on the **Complete Registration** button
  - You will receive an email to **Activate** the registration. Once activated follow the steps below.
- B. From the Portal Home, click on **Apply for a Building Permit** under the Building Department heading.

### Step 1 Permit Application – Description and Type

1. Application Type -select **Business Change of CO**
2. Nature of work being done– Auto fills - **SKIP**
3. Describe Work –Type in **Business Change of CO, include any other pertinent information**
4. Type of Work: select **Business Change of CO**
5. **COMPLETE ALL OTHER QUESTIONS/INFORMATION REQUIRED IN THIS SCREEN**
6. Owner Builder – **Select No**
7. Click on **Next Step**

### Step 2 Permit Types

1. Click on **Next Step** (this is automatically selected as Business Change of CO)

### Step 3 Work Items

1. Click on **Next Step** (this is automatically selected as Business Change (BDG))

### Step 4 Description of Work

**NOTE:** Do not enter a dollar sign.

1. Business Change of CO Permit Work Items, Quantity: **Enter 1**
2. Labor Cost: **Enter 0**
3. Material Cost: **Enter 0**
4. Click on **Next Step**

### Step 5 Location of Work Being Done

1. Begin typing the street address and **when it appears on the drop down select it from there.**
2. Click on **Next Step**

**INSTRUCTIONS CONTINUE ON THE NEXT PAGE**

#### Step 5 Contacts

1. The Applicant will auto populate using your registration information.
2. The Property Owner(s) will auto populate. If there is a discrepancy you may proceed but remember to notify the Building Inspection Division if the information needs to be updated.
3. Click on **Next Step**

#### Step 6 Upload Files

1. A **Floor Plan** must be uploaded.
  - a. Under the Floor Plan BCCO file type, **click the Browse button, find and double click to select the file to upload.**
2. A **Building Layout (Map)** must be uploaded for multi-tenant buildings.
  - a. Under the Building Key Plan file type, **click the Browse button, find and double click to select the file to upload.**
  - b. The Building Key Plan needs to show the location of your unit/suite within the multi-tenant building.
3. Click on **Next Step**
4. An **Uploads Complete** reminder box will pop up, click **OK**

#### Step 7 Review and Submit

1. Review your application. If you need to make any corrections click on the "Previous Step" box.
2. Read and sign the application using the "Do you agree?" drop down box. Select **Yes**.
3. Complete the Captcha. **Type the characters you see in the image under the box below it.**
4. Click on **Submit Application**. You will get a confirmation page with an application number when done.

**This completes the submittal process.**



## Fire Prevention Certificate of Occupancy Checklist:

- General requirements-**
  - Access to building – Knox Box Present with keys that are current and operable
  - Occupant Load posted
  - Keyholder or Emergency Contact information
  
- Fire Prevention Access**
  - Fire hydrant clearance – 3 feet around
  - Fire lanes maintained
  - Avoid combustible waste build up inside or outside
  
- Means of egress**
  - Exit doors with appropriate lock for egress
  - Aisle and stairways clear of obstructions
  - Emergency lighting operable
  - Check Exits sign ensure they are illuminated and clear of obstructions
  - Exits are not blocked or locked.
  - Stairwell: no storage or blocked
  
- Mechanical/Electrical Rooms**
  - Elevator Inspection (serviced)
  - Mechanical and Electrical room- No storage
  - Electrical panel clearance of 30”
  - Electrical Cord not used as a permanent source
  
- Fire extinguishers**
  - Accessible and Visible
  - Fire Extinguisher 6 year hydrotest
  - All fire extinguishers have been serviced and mounted
  
- Sprinkler and Standpipe**
  - **Proof Sprinkler or standpipe serviced and tested within the last 12 months**
  - Sprinkler heads: no obstruction, paint, broke, all attachments in place
  - Storage within 18” of sprinkler head
  - FDC clear from debris and vegetation
  
- Fire Alarm**
  - **Proof Fire Alarm System tested and inspected within the past 12 months**
  - Fire Alarm System monitored and report to emergency communication center
  
- Fire Suppression Hood System**
  - **Proof Fire Suppression Hood System tested and inspected within the past 12 months**
  - Hood free of grease and oil build up
  - Hood cleaned within the last six months
  
- Hazardous Materials/Flammable Combustible Liquids**
  - Stored in an appropriate manner in the proper containers