



## Mariposa County Building Department

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### Change of Occupancy

All changes of Occupancy Classification are governed by the California Building Code, except for R-3 which is governed by the California Residential Code. All construction governed by the California Building Code, including changes of Occupancy, shall have a California registered "Design Professional of Record" (Architect or Engineer) prepare, stamp and sign the project plans prior to submittal to the Building Department for permitting.

#### Example:

If a property owner had an apartment complex (R-2) and wanted to change the Occupancy of the apartments to (R-1) Hotel/Motel units, an official change of occupancy shall be required. A Design Professional of Record would be required to research the project, prepare the plans indicating the code required construction changes, stamp and sign the plans and then submit them to the Building Department through the established procedure for plan review and approval. Once plan corrections have been made, the approval process has been approved by all concerned County Departments and the fees have been paid, a permit will then be issued and the conversion construction may begin. When all project work has been finished and properly inspected and approved by the Building Department and all other concerned County Departments, a Certificate of Occupancy will then be issued in the Occupancy Classification approved in the plans and permit.

All supporting code requirements and authority can be found in the 2013 California Building Code, California Code of Regulations Title 24, Part 2, Volume 1 & 2. You may view a read only copy of the code at the California Building Standards Commission web site.