

CERTIFICATE OF OCCUPANCY WAREHOUSE BUILDINGS

PLEASE READ CAREFULLY: All speculative shell warehouse buildings will no longer receive a final Certificate of Occupancy upon completion of the building. Rather, the Building Department will only issue a TEMPORARY 90-day Certificate of Occupancy to a tenant upon request and upon completion of the application for the Certificate of Occupancy request form, which can be found here: https://www.marchjpa.com/documents/docs_forms/cofo110419.pdf.

During this time, prospective tenants should secure any additional permits that will be needed to occupy the warehouse building, including permits for racking or additional storage. Warehouses that propose no racking must complete an inspection only permit application which can be found here: https://www.marchjpa.com/documents/docs_forms/racking110419.pdf and provide a floor plan indicating dimensions, and where/how items and equipment will be stored. This plan will be routed to Building and Fire Departments for review.

Tenants that submit for racking/ high pile storage and wish to occupy prior to final inspection, must submit a Storage and Safety Plan that shows how items are being stored within the building, how they are being secured and how areas under construction will be restricted from employees. Safety plans must include an internal layout of the warehouse building and identify all points of ingress and egress as well as identify all emergency exits.

Once the Temporary Certificate of Occupancy is near expiration, the building owner or prospective tenants should call the March JPA Plans Expeditor to arrange a final inspection. Once the Building Official has determined that no additional permits or inspections will be necessary, a Final Certificate of Occupancy for the shell building (only) will be issued.

If you have additional questions, please contact the March JPA Plans Expeditor at (951) 656-7000 or by e-mail at aape@marchjpa.com.