



# City of Manteca

## BUILDING / TENANT OCCUPANCY REVIEW PROCESS

### What is an Occupancy Review?

Under the current California Building Code (CBC), a building must be determined safe for occupancy before a business can open. A Certificate of Occupancy (C of O) is issued after required inspections have been completed, confirming the building's compliance with building, fire, life-safety, and accessibility requirements. The City may require an occupancy review as part of the Business License process, even if the building/tenant space appears to be turnkey-ready.



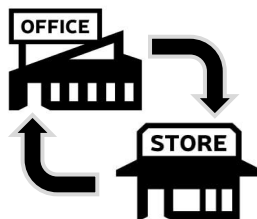
### Important to Know

Before signing a lease/rental agreement for a tenant suite or building, contact the **Building Division** to determine whether an occupancy review will be required. An occupancy review may be required, whether you are taking over an existing business or space, remodeling, or making interior changes of any kind. Apply for and complete an occupancy review online through the Accela Building Permit Portal.

### When is an Occupancy Review Required?

An occupancy review is required when any of the following scenarios occur.

- Minor alterations or modification to the interior or exterior of a building.
- The proposed business use changes to a different occupancy classification.
- The building's footprint increases, even if the occupancy classification or business type stays the same.





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### Occupancy Review Scenarios

#### Minor – Alterations or Modifications

Some minor alteration or modification work may not require a building permit. However, permit-exempt work must not reduce –

- Required exits (egress) | fire-resistance protection | accessibility compliance

If the work affects safety and or accessibility, building permits are required. Examples of alterations or modifications that may trigger accessibility (ADA) compliance include –

- Alterations/Modifications like – reconfiguring interior space | adding or removing walls | modifying doors | installing or replacing services, counters or cabinetry | relocating plumbing fixtures | modifying restrooms | updating or installing new equipment.
- Accessibility upgrades may apply to – service counters | restrooms | drinking fountains | public telephones | parking areas | exterior paths of travel

#### Change in Building Occupancy Classification

An occupancy review is required when the type of business use changes to a different occupancy classification. The CBC identifies numerous occupancy classifications for all business types. Each occupancy classification has different requirements due to occupant loads, type of equipment or storage, and or life safety measures. Examples of changes in building occupancy classification between business types include:

- Office to Barbershop/Salon | Grocery Store to Restaurant | Office to Yoga/Pilates Studio

#### Increase in Building Occupancy Load

An occupancy review is required when the type of business changes to a different occupancy classification because safety requirements change between business types. Some examples include:

- Office to Barbershop/Salon | Grocery Store to Restaurant | Office to Yoga/Pilates Studio

Business Type	Occupancy Classification	Occupancy Load		<i>The Table is for reference use only. Not intended to be used to determine occupancy load or classification for individual projects.</i>
		1,200 sq. ft.	2,500 sq. ft.	
Restaurant	A-2 (Assembly- Food Consumption)	80 persons	167 persons	
Retail Food Market	M (Mercantile)	20 persons	42 persons	
Apparel/Clothing Store	M (Mercantile)	20 persons	42 persons	
Barbershop/Salon	B (Business – Personal Service)	8 persons	17 persons	
Yoga / Pilates Studio	A-3 (Assembly – without fixed seating)	24 persons	50 persons	

### Limited Exemptions

Exemptions from an occupancy review are limited. **It is a business owner’s responsibility to confirm with the Building Division if any of the following exemptions apply.**

- A change in ownership only (no change in use or occupancy load).
- Cosmetic changes such as new paint or flooring.