

## Frequently Asked Questions about Multiple Family Certificates of Occupancy

**Q: Do I need to get a Certificate of Occupancy to rent a dwelling unit in a multiple family dwelling?**

A: All multiple family dwellings require a Certificate of Occupancy.

**Q: How often do I need to get a Certificate of Occupancy?**

A: Certificates of Occupancy are required on a yearly basis. All Certificates of Occupancy expire on December 31<sup>st</sup> of each year.

**Q: How do I get a Certificate of Occupancy?**

A: In order to acquire a Certificate of Occupancy you will need to complete an application, pay the applicable fee, and schedule an inspection. The application fee is \$15 per dwelling unit with a cap of \$800.

**Q: When is an inspection required?**

A: An inspection is required every year.

**Q: What if violations are found during the inspection?**

A: If non life-safety violations are found during the inspection, a Temporary Certificate of Occupancy will be issued. This period will be valid for a short period of time (30, 60, 90 days). During this time period the property owner should work to repair all of the violations. Temporary Certificates of Occupancy allow occupancy even when violations are found. Once all violations have been repaired, please call the Building Department for a re-inspection. If no violations are found during the re-inspection, a Certificate of Occupancy will be issued.

If life-safety violations are found during the inspection, no occupancy will be permitted until the life-safety violations have been repaired.