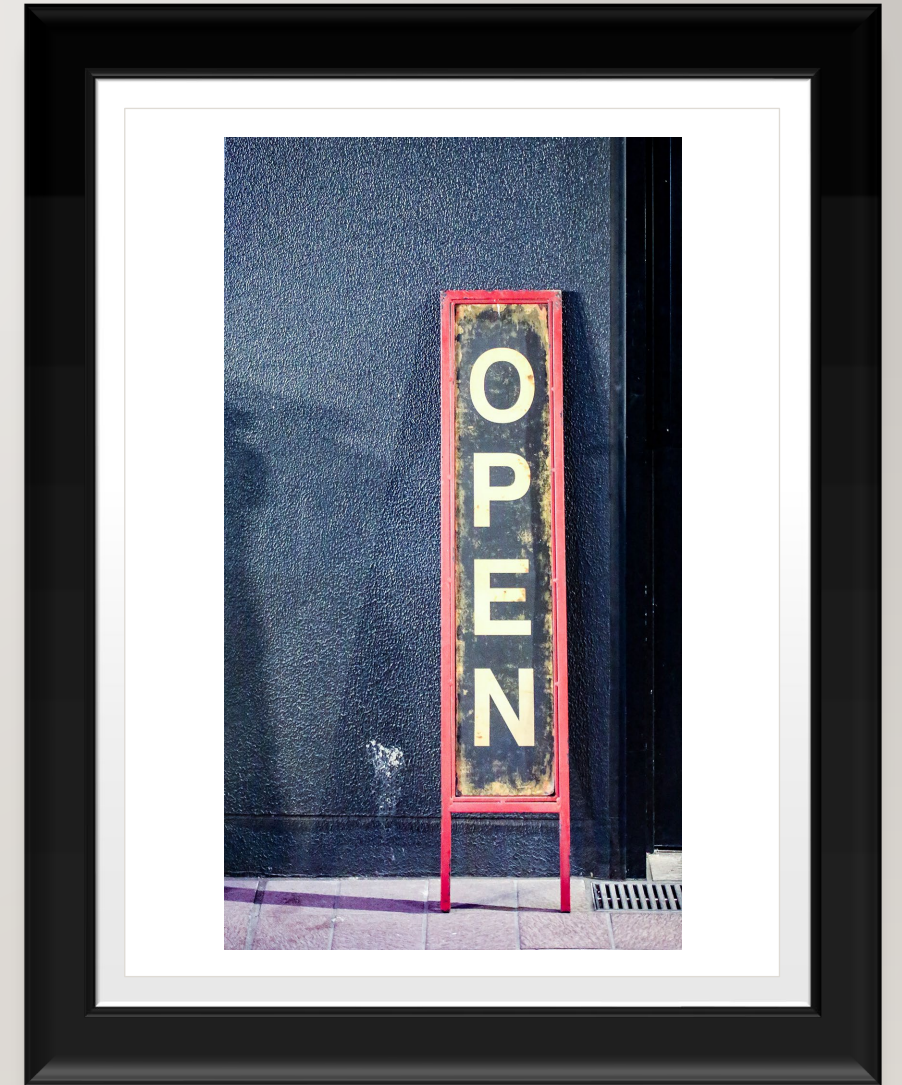


USE AND OCCUPANCY CERTIFICATES





DID YOU KNOW?

- Every commercial business in Montgomery County must have a valid Use and Occupancy (U & O) certificate.
- This documentation certifies that the building, space, or suite meets the code requirements for the use.

FOR EXAMPLE



If you operate a barber shop, the Use & Occupancy certificate documents that the building's electrical, fire and mechanical systems meet the code requirements for a barber shop.



U & O INFO

Use and Occupancy (U & O) certificates do not expire **unless** the use of the space changes. These certificates do not generally include a business name, and it does not matter if the business name is on the certificate **if the use is the same**.

Building owners or tenants of a building space should have a copy of the U & O certificate for that business.

When the building or space turns over or changes owners, it's important to get the current U & O certificate.

When you construct a new building or fit-out new office space, you are required to have a new Use and Occupancy certificate.



BUSINESS NOTES

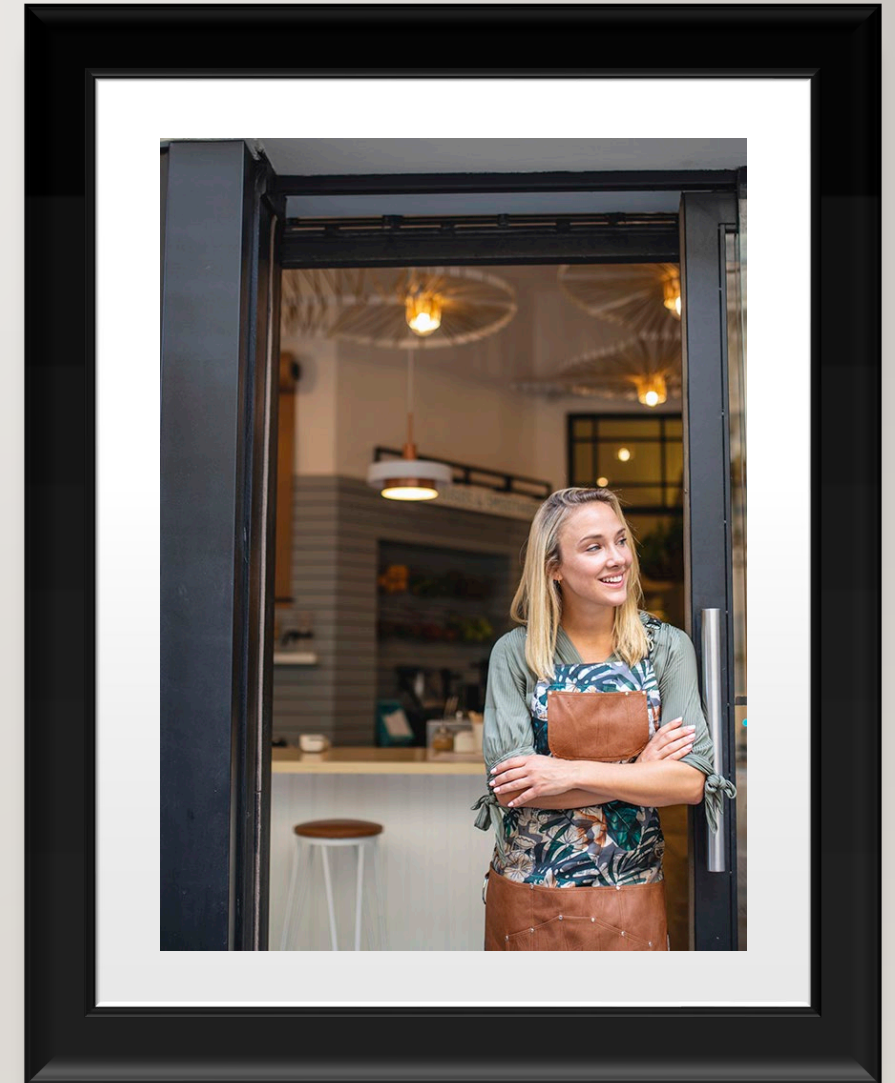
If you move your business into an existing space, the new space must have a valid Use & Occupancy certificate for your business' use.

For example, if you move a dental office into a space previously occupied by a barber shop, you are required to get a new U & O certificate for your business space. If you move a new barber shop into a space that was previously a barber shop, a new certificate is not required.

CHANGE OF USE

A “Change of Use” building permit is required if your business does not match the current use of your *new* space. This permit is required even if you are not doing any construction work on the new space. This permit gives DPS staff the opportunity to inspect the new space to make sure it meets the building code for the proposed use.

A new U & O certificate will be issued after the space has passed inspection.





IMPORTANT INFO

It does not matter how long a business has been around, the space it occupies must have a valid Use & Occupancy certificate. Sometimes business spaces turn over without business owners ensuring that the U & O certificate is legal.

Check the U & O documentation before signing a contract or lease. It is the business owner's responsibility to make sure their business can legally occupy a building or space.

When checking out a new space, make sure the first question you ask is about the validity of the U & O certificate.

WE CAN HELP

- DPS staff can help you find the Use & Occupancy certificate for your space and can help make sure that the U & O certificate is valid for your business.
- Visit the DPS website for more information.





GOT QUESTIONS?

If you have questions or need more information about Use & Occupancy certificates, including how to schedule an inspection, call 311 in Montgomery County or 240-777-0311 outside of the County.

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