

Certificate of Occupancy New Building (Conditional)

Conditional Certificate of Occupancy (CCO) allows for the use of a space while minor construction or phased work is still being completed.



Important Notes

- **For New Buildings:** You first need a **Core and Shell Certificate of Occupancy (C of O)** to prove the main structure is safe but does not yet allow for general occupancy.
- **If the CCO Has Expired:** You must re-apply for a new CCO or apply for a permanent C of O depending on the project progression.



Required Application Documents

- **Property Owner Request Letter** stating:
 - Why a CCO is needed (e.g., phased opening)
 - Outstanding issues preventing a full C of O
 - A proposed timeline for resolving those issues
- **Fire Safety Documentation**
 - An Emergency Fire Evacuation Plan
 - Verification that all fire protection systems (sprinklers, alarms) are fully functional
- **Inspection Records**
 - Copies of all Inspection Record Cards
 - A letter from a **Tertius**-approved third-party inspection agency (if used) detailing all conditions, deficiencies, and recommended CCO duration
- **Proof of legal right to use:** Signed lease, deed, or management agreement
- **Zoning Compliance Documentation** for Board of Zoning Adjustment or Zoning Commission order, if applicable

Certificates of Occupancy New Building (Conditional), **Continued**



How to Apply

1. **Create Account or Login to Certifi.**
2. **Select the Appropriate Application Type**, as "New Building" and select "Conditional" as the subset.
3. **Upload All Required Documents.**
4. **Schedule a mandatory C of O inspection** to verify fire life safety measures and that the proposed use matches the application.
5. **Pay Fees:** After DOB approvals, pay the final fees, generally based on the DOB permit fee schedule.
6. **Download C of O.**

For More Information:

- Visit [DOB Certificate of Occupancy website](#)

Contact Us!

- coapp@dc.gov