



City of Colton

Development Services Department

Building Division
659 North La Cadena Drive
Colton, CA 92324
Building@coltonca.gov
(909) 370-5079

PROCEDURE FOR CHANGE IN OCCUPANCY/USE

Effective January 1, 2020 the City of Colton adopted the 2019 California Building Codes. (Title 24)

WHAT CAN BE AFFECTED BY A CHANGE OF OCCUPANCY/USE?

The California Building Code (CBC) Chapter 3 classifies how a building is used into different categories or “occupancies”. Whenever the use of any building or part of a building changes from one occupancy/use classification to another, as classified and defined in the California Building Code (CBC), construction plans will be required, including a building permit application, when the occupancy/use of a building is changed, it shall meet all current code requirements for the new use.

If the use is not changing and nothing needs to be added because of the compatibility of use and/or same hazard level, then two sets of Life and Safety Plans shall be submitted to Building and Safety.

If a Tenant Improvement (TI) is required, to change the occupancy/use, refer to our “Commercial Plan Check Route List” for the number of sets and **any** supplemental documentation required.

GENERAL INFORMATION

A California design professional is required to prepare plans, as per the Business and Professions code, the plans shall identify existing conditions and/or proposed key alterations necessary to bring the building into full compliance with the Building Code.

Planning approval is required for the proposed land use, in order to ensure compliance with Zoning and any previous approvals, prior to submitting plans to Building and Safety for plan review.

A change of occupancy/use classification of any building requires approval of the Building Official. No change shall be made to the occupancy/use of a building or part of a building, unless such building is made to comply with all current code requirements (CBC 101.3 & 111). The basis for this requirement is to provide the appropriate level of safety to the general public including, egress, and path of travel that may be impacted by the change in occupancy/use.

If applicable, or if you have specific questions, the owner or owner’s agent should contact the departments below for further requirements.

CONTACT INFORMATION

Planning/Zoning – Planning@coltonca.gov – (909)370-5079 Ext. 1

Fire Department – Rbruno@coltonca.gov – (909)370-5100

Public Works/Engineering – Mperalta@coltonca.gov – (909)370-5065

Building & Safety – building@coltonca.gov – (909) 370-5079 Ext. # 2



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INFORMATION REQUIRED ON PLANS

Building plans for a change of occupancy permit shall be drawn to scale. The plans shall show existing conditions as well as any proposed changes. Changes may include, but are not limited to:

- Building Code Analysis
- Existing and Proposed Occupancy Type as per the California Building Code Chapter 3
- Type of construction pursuant to the requirements of CBC Chapter 6
- Fire resistance of exterior walls and wall opening protection based on proximity to property lines pursuant to requirements of CBC chapter 5&7
- Allowable floor area, allowable maximum number of stories permitted and automatic fire-sprinkler requirements pursuant to CBC Chapter 5&9
- Conformity with required exiting pursuant to CBC Chapter 10
- Conformity with State accessibility requirements pursuant to CBC Chapter 11A and/or 11B
- When a change of occupancy results in a structure being reclassified to a higher risk category, the structure shall conform to the seismic requirements for a new structure of the higher risk category (CBC Chapter 16)
- A specific proposal that includes alterations required for the building to meet applicable building code requirements
- Compliance with minimum number of restroom facilities and number of plumbing fixtures pursuant to the California Plumbing Code (CPC) Chapter 4, based on the new occupancy classification