



# **CERTIFICATES OF COMPLETION VERSUS CERTIFICATES OF OCCUPANCY FOR CONDOMINIUM CONVERSIONS AND OTHER ALTERATIONS TO APARTMENT BUILDINGS**

## **BACKGROUND**

For many years, the Department of Building and Safety (LADBS) has issued Certificates of Occupancy (CofOs) when existing apartment buildings were altered or converted to condominiums even though there was no change in occupancy. Section 91.109.1 of the Los Angeles Municipal Code (LAMC) exempts the requirement for a CofO when there is no change in occupancy. However, since LADBS customers expect documentation (in the form of a CofO) through past practice, a Certificate of Completion (CofC) has been created (See Attached Sample). A CofC will be issued to document when apartment buildings have been converted to condominiums (no change in occupancy). The CofC will document that the buildings comply with conditions imposed by the City Planning Department for conversion to condominiums, with permits for interior alterations which change the number of residential units, and with changes in parking requirements.

## **PROCEDURE**

1. When a building permit for conversion of an apartment building to condominiums is finalized, a CofC shall be issued to document that the site complies with the conditions imposed by the City Planning Department, LAMC, and requirements of the State Housing Law for residential occupancies.
2. When there is a combination of conversion to condominiums and a change in occupancy in a portion of an existing apartment building and/or new square footage is added to an existing apartment building, a CofC shall be issued to document the conversion to condominiums and a separate CofO shall be issued only for the change in occupancy and/or addition. The original CofO remains the same.
3. When there is a change in the number of residential units but the floor area remains the same, a CofC shall be issued and the adjusted number of residential units shall be indicated on the CofC.



4. When there is a change in occupancy in a portion of an existing apartment building (e.g., garage, storage, or other occupancy of the existing building is converted to residential or different occupancy, etc.), a CofO shall be issued only for the change in occupancy. This new CofO is intended to document a modification to an existing building and it is supplemental to the original existing CofO or building permit.
5. When new square footage is added to an existing apartment building, a CofO shall be issued only for the addition. This new CofO is intended to document an addition to an existing building and it is supplemental to the original existing CofO or building permit.

In all other cases, LADBS will continue to issue CofOs as they have in the past.



CITY OF LOS ANGELES  
DEPARTMENT OF BUILDING AND SAFETY  
CERTIFICATE OF COMPLETION



ADDRESS OF BUILDING:

LEGAL DESCRIPTION:

TRACT                      BLOCK                      LOT(S)                      ARB    COUNTY MAP REF #    PARCEL ID# (PIN #)

ASSESSOR PARCEL # (APN):

NOTES:

- 1) This certificate is issued supplemental to the original certificate of occupancy or building permit for the purpose of documenting that the site complies with conditions imposed by the City Planning Department for alterations to apartment buildings and conversion to condominiums. The occupancy of this building has not changed.
- 2) This certifies, so far as ascertained or made known to the undersigned, the building or portion of building described below and located at the above address complies with applicable construction requirements (Chapter 9) and/or the applicable zoning requirements (Chapter 1) of the Los Angeles Municipal Code for the use or occupancy group in which it is classified. It also certifies the building complies with applicable requirements of State Housing Law for residential occupancies.
- 3) This certificate is subject to any affidavits or building and zoning code modifications related to this project whether listed or not.

PERMIT NUMBER(S):

DESCRIPTION / COMMENT:

**SAMPLE**

TOTAL PARKING REQUIRED:  No Change in Parking Requirement.

TOTAL PARKING PROVIDED: = Standard:    + Compact:    + Disabled:

Issued by/Office:                      Bureau:                      Division:  
LA-VN-WLA-SP-C.D.#                      Inspection                      GI-MS-BMI:

OWNER:

OWNER'S  
ADDRESS:

Issued:                      00/00/00                      By: