



City of Munford

Construction Code Enforcement

WHAT IS A USE & OCCUPANCY CERTIFICATE?

A *Use & Occupancy Certificate* is a document issued by the City of Munford building department certifying a building's compliance with applicable laws, building and life safety codes, indicating it to be in a condition suitable for type and occupancy.

Obtaining a *Use & Occupancy Certificate* is generally issued whenever:

- A new business is to occupy an existing or new commercial space
- A building built for one use is to be used for another (e.g., an office space is converted to a florist space)
- Occupancy of a commercial or industrial building changes, or ownership of commercial or industrial building changes

The purpose of obtaining a *Use & Occupancy Certificate* is to prove that, according to the law, the building is in a useable and safe condition. Generally, such a certificate is necessary to be able to occupy the structure for everyday use.

WHEN IS A USE & OCCUPANCY CERTIFICATE REQUIRED?

A *Use & Occupancy Certificate* is required for any space to be used prior to opening any business or industry in the Munford Region or City of Munford.

APPROVALS AND INSPECTIONS REQUIRED

- The building official must approve your site for the use intended.
- The property must be inspected and approved by the Fire Inspector and by the building inspectors prior to space being occupied.
- If the use is permitted by special exception, a Board of Zoning Appeal zoning approval will be required prior to occupying space.

WHAT IF THE SPACE WAS PREVIOUSLY OCCUPIED?

- If the use of the space has not changed (e.g., a business office moves out and another business office moves in,) a new *Use & Occupancy Certificate* will be required. (A permit application must still be submitted and all business licenses shall reflect the new owners/tenants of the space.
- If the use or dimensions of the space changes, a new *Use & Occupancy Certificate* is required prior to new space being occupied.
- Additions, alterations, and repairs (excluding electrical) will be authorized under the *Use & Occupancy Certificate*, for the space being occupied, up to and not exceeding \$5,000.00. If additions, alterations, and repairs exceed \$5,000.00 a construction building permit will be required. A *Use & Occupancy Certificate* will be issued on the completion of work allowed under the building permit.

HOW LONG IS THE CERTIFICATE VALID?

The certificate is valid until the use of the space or ownership of business changes or there is an increase or decrease in the floor area used.

After all inspections are passed, the last step is generally to have a walk-through by the Building and Fire Inspector, who sees that there is no major construction remaining on the job site, that there are no obstructions to the egresses, that there are no safety hazards in the building, and that everything in the building was built according to plan and is ready for occupancy. If the inspectors approve on their walk-through, a *Use & Occupancy Certificate* is usually granted.

Checklist for Final Use & Occupancy Inspection

- _____ **Tipton County Business License on hand**
- _____ **State of Tennessee Sales Tax Certificate on hand**
- _____ **Any additions, alterations, or repairs are complete**
- _____ **Address is posted on building, minimum 6 inch numbers, contrasting color, visible from the street**
- _____ **Fire extinguishers mounted throughout as needed**
- _____ **All exit signs and emergency lights are working at time of inspection**
- _____ **All exit doors and stairwell doors installed and working properly**
- _____ **Minimum of two emergency contact names and phone numbers provided to inspector**

To inquire or schedule a Use & Occupancy inspection, please call Glenn Stringfellow at 901-837-5971.