



County of Tehama

Building & Safety Division

Procedure for Change in Use or Occupancy

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Every building is classified by the building official according to its use or occupancy as a building of Group A, B, C, E, F, H, I, L, M, R, S, or U type as defined the 2025 California Building Code (CBC). Building permit records or past approved plans may be used to identify or establish legally existing occupancies. Any occupancy about which there is any question shall be classified by the building official and included in the group that it most clearly resembles, based on the existing life and fire hazard (including outdated classification types).

A change of occupancy classification or use of any building requires approval of the building official. No change shall be made in the character of occupancies or use of any building unless such building is made to comply with all current code requirements (CEBC Chapter 10). The basis for this requirement is to provide for a higher level of safety to the general public due to the anticipated intensification of use caused by the change in occupancy.

The change of occupancy must also be in conformance with the land use and parking requirements of the zoning ordinance. Please consult Planning Department for possible parking and zoning requirements.

A qualified design professional is required to submit a code analysis report and prepared plans which will identify existing conditions and/or proposed alterations necessary to bring the building into full code compliance. The completeness and accuracy of the report is essential for staff to determine the extent of alterations required to accomplish the change in use. A code analysis report shall include, but may not be limited to, the following issues:

- ❑ Type of construction pursuant to 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 Chapters 5 & 7.
- ❑ Allowable floor area, allowable maximum height, maximum number or stories permitted and automatic fire-sprinkler requirements pursuant to requirements of CBC Chapters 5 & 9.
- ❑ Conformity with required exiting pursuant to CBC Chapter 10.
- ❑ Conformity with State accessibility requirements pursuant to CBC Chapter 11A or B
- ❑ 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 – CEBC Chapter 10

- ❑ 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 CPC Chapter 4 & Table 422.1.
- ❑ Review and approval by Public Works department design review board for all proposed or required exterior alterations.
- ❑ Plan approval is necessary from any other divisions, departments, and agencies which may include Planning, Public Works, County Fire Department, Building Department, and Environmental Health Department.

Permit applications and general plan submittal requirement handouts are available at the Building and Safety counter or Planning Department.