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 finaled, 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.
As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.