

**Date:** February 1, 2020  
**To:** Development and Building Community  
**From:** Sam Zahorka, Building Official  
**Re:** Project Certificate of Occupancy Process and Contact Information

The adopted Building Code requires a Certificate of Occupancy be issued before a building/tenant improvement is used or occupied.

Please utilize the Accela Citizen Access Portal (ACA) to verify all C of O approvals have been passed. A Certificate of Occupancy will be issued once all inspections and approvals are signed off and passed in the system, on all permits associated with your project, as well as, all outstanding fees have been paid.

Once a Certificate of Occupancy has been approved, a signed copy will be accessible through the attachments section of your project record.

If you have questions related to a specific C of O Approval sign off, please utilize the below list of contacts:

ACHD	Cynthia Rasavage	208-387-6335	<a href="mailto:crasavage@achdidaho.org">crasavage@achdidaho.org</a>
Backflow	Water Dept.	208-888-5242	<a href="mailto:backflow@meridiancity.org">backflow@meridiancity.org</a>
Drainage Certification	Land Dev -CEPE's	208-887-2211	<a href="#">Please contact your plan reviewer</a>
Electrical	Tyler Perot	208-960-8677	<a href="mailto:tperot@meridiancity.org">tperot@meridiancity.org</a>
Fire	Scott Arellano	208-780-9063	<a href="mailto:sarellano@meridiancity.org">sarellano@meridiancity.org</a>
Mechanical	Josh Smith	208-5658396	<a href="mailto:jsmith@meridiancity.org">jsmith@meridiancity.org</a>
Planning	Bill Parsons	208-489-0571	<a href="mailto:bparsons@meridiancity.org">bparsons@meridiancity.org</a>
Plumbing	Dennis Holte	208-870-6192	<a href="mailto:dholte@meridiancity.org">dholte@meridiancity.org</a>
Pretreatment	Rick Christenson	208-985-1248	<a href="mailto:rchristenson@meridiancity.org">rchristenson@meridiancity.org</a>
Public Works	Garrick Nelson	208-489-0349	<a href="mailto:gnelson@meridiancity.org">gnelson@meridiancity.org</a>
Record Drawings	Melanie Hoyt	208-489-0351	<a href="mailto:mhoyt@meridiancity.org">mhoyt@meridiancity.org</a>
Structural	John Shane	208-519-8251	<a href="mailto:jshane@meridiancity.org">jshane@meridiancity.org</a>
Transportation	Micah Bandurraga	208-489-0352	<a href="mailto:mbandurraga@meridiancity.org">mbandurraga@meridiancity.org</a>
Warranty Surety	Kelly Ready	208-489-0307	<a href="mailto:kready@meridiancity.org">kready@meridiancity.org</a>

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## What is a Certificate of Occupancy?

IBC Section 111.1 Change of occupancy. A building or structure shall not be used or occupied, and a change of occupancy of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

This section establishes that a new building or structure cannot be occupied until a certificate of occupancy is issued by the building official, which reflects the conclusion of the work allowed by the building permit. Also, no change in occupancy or the use of an existing building is permitted without first obtaining a certificate of occupancy for the new use.

A Certificate of Occupancy must be issued in your business name prior to use or occupancy. This signifies completion of basic life safety inspections. A "Certificate of Occupancy" is required before moving in and operating any business in the City of Meridian. This applies to any new business that intends to occupy an existing tenant space regardless of whether new construction is proposed or not.

In summary, the Certificate of Occupancy is a legally required document which benefits you, as it demonstrates that the life safety items for the business and structure meet the minimum standards of the building codes.

**\*Please contact the Development Services permit counter at 208-887-2211 or by email at [buildingservices@meridiancity.org](mailto:buildingservices@meridiancity.org) if additional assistance is needed.**