



Existing Buildings – Change of Occupancy Business Group B to Assembly Group A

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Purpose

This establishes the policy and procedure for when an existing building or tenant space with a Certificate of Occupancy for Business Group B is proposed to be converted to an Assembly Group A.

Requirements

The requirements vary based on the number of stories of the existing building and the proposed area of the tenant space. Following are the criteria and requirements for an existing Business Group B tenant space to be used as an Assembly Group A:

- **2-Story or Higher Building:** A [Building Permit Application](#) and Tenant Layout Plans must be submitted for review and approval for the Change of Occupancy from the Business Group B to Assembly Group A. This requirement includes when the assembly area's proposed occupancy load is 49 or less.
- **1-Story Building with Tenant Space > 2,000 Net Square Feet:** A [Building Permit Application](#) and Tenant Layout Plans must be submitted for review and approval for the Change of Occupancy from the Business Group B to Assembly Group A. This requirement includes when the assembly area's proposed occupancy load is 49 or less.
- **1-Story Building with Tenant Space ≤ 2,000 Net Square Feet:** The project is eligible to be evaluated in accordance with the [Joint Occupancy Evaluation \(JOE\) Program](#). However, if the area of assembly within the tenant space exceeds 1,000 net square feet, a [Building Permit Application](#) and Tenant Layout Plans must be submitted for review and approval for the Change of Occupancy from the Business Group B to Assembly Group A.

Attachments:

- [Building Permit Application](#)
- [Joint Occupancy Evaluation \(JOE\) Program](#)