

## HOW TO OBTAIN A CERTIFICATE OF OCCUPANCY

The Lexington-Fayette Urban County Government would like to take this opportunity to welcome you to our city. New businesses are the lifeblood of a community and we want to do everything we can to help you get started in business.

The Division of Building Inspection along with our other approval agencies is dedicated to providing quality customer service, while ensuring the public's health, safety and welfare through the issuance of a Certificate of Occupancy.

### What is a Certificate of Occupancy?

A Certificate of Occupancy is a legal document issued by the Division of Building Inspection. The certificate indicates the legal use of a building or space, occupant load, and any special requirements or conditions for the use and occupancy of the establishment.

### Why do I need a Certificate of Occupancy?

A Certificate of Occupancy is listed as one of the documents required for your business license. A Certificate of Occupancy should be obtained if you are moving into a previously occupied space; changing the type of occupancy(e.g. retail store to restaurant); moving into a new building; or running a business from your home.

### How do I obtain a Certificate of Occupancy?

Your first step in obtaining the Certificate of Occupancy will be to secure your Zoning Compliance Permit. This permit is issued by the Division of Planning and ensures that the business you propose meets the zoning ordinance. This includes your land use, location, parking, etc. Once you have your Zoning Compliance Permit, your next step will be the Division of Building Inspection. The Division of Building Inspection will determine if the proposed business will require a building permit after reviewing your Certificate of Occupancy Application (application is available online at [www.lexingtonky.gov](http://www.lexingtonky.gov)). If a permit is required, the Certificate of Occupancy will not be issued until you have obtained your building permit and a final inspection has been made for compliance with the Kentucky Building Code.

If a building permit is not required, you will be instructed to contact the Fire Prevention Bureau to set up a safety inspection of the building. Once the Fire Prevention Bureau has signed your Certificate of Occupancy Application, the Division of Building Inspection will issue your Certificate of Occupancy.

Sometimes during this process other agency reviews are necessary, such as the health department, waste management, alcohol beverage control, or even a state agency. We along with our partner review agencies strive to make this an efficient process. If at any time you have a question or concern, feel free to contact us.

If you are required to obtain a building permit, please take advantage of our Tuesday Plan Review meeting. On Tuesday mornings the Division of Building Inspection along with the other review agencies will go over your plans for new buildings and additions. This gives you the opportunity to sit down and meet with the persons that will be reviewing your project and to see if additional information will be needed in order for them to approve or sign-off on your permit. In the afternoon remodeling and changes in use are reviewed by the Division of Building Inspection and the Fire Prevention Bureau. To schedule a Tuesday plan review or if you have questions, please contact us.

#### Helpful Numbers

LEXCALL  
859.425.2255 or 311  
Addressing  
859.425.2236  
Division of Engineering 859.258.3410  
Fire Prevention Bureau  
859.231.5668  
Division of Planning  
859.258.3160  
Division of Revenue  
859.258.3340  
Division of Traffic Engineering  
859.258.3830  
Waste Management  
859.258.3473  
Division of Water Quality  
859.258-3770  
Division of Building Inspection