

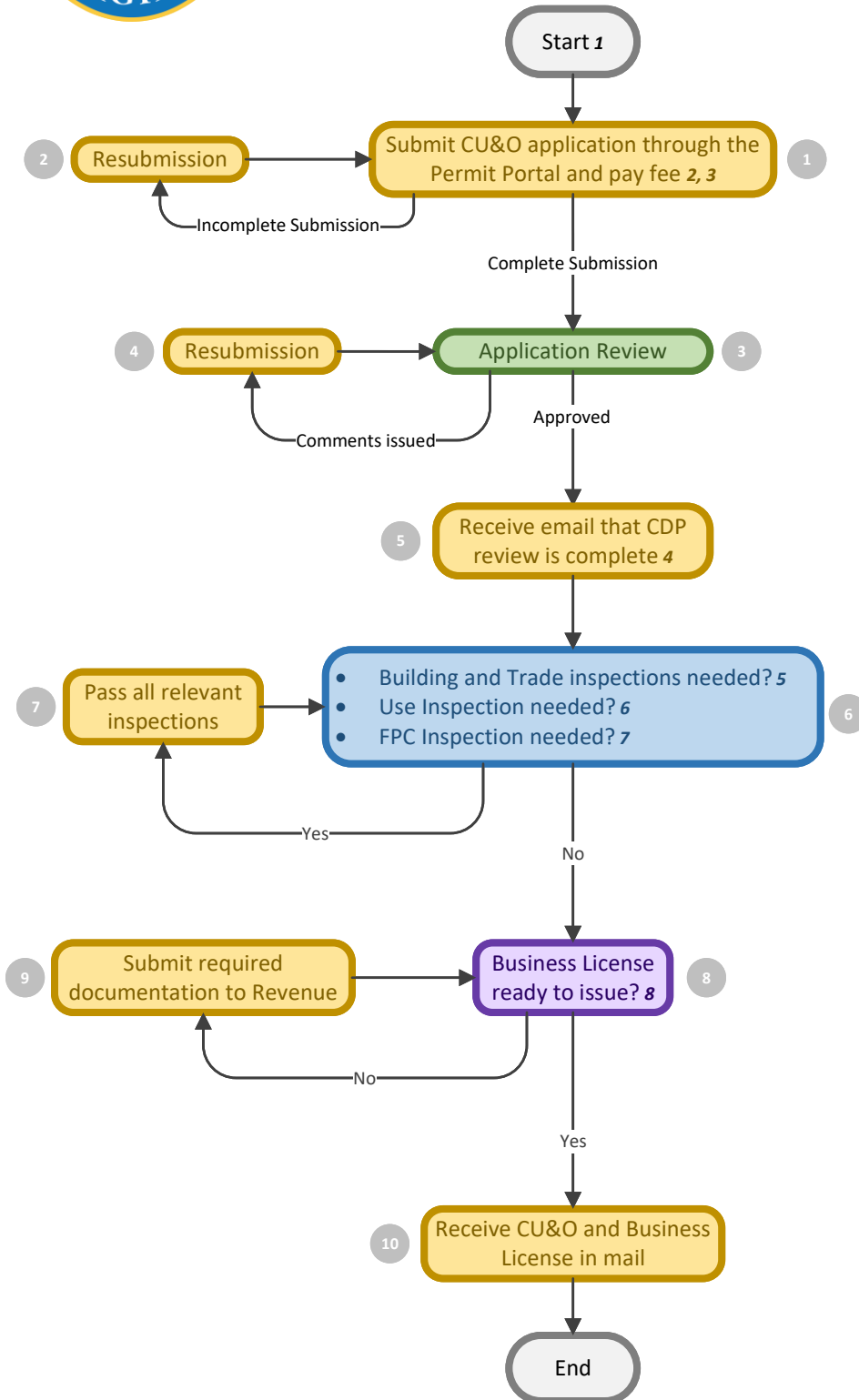
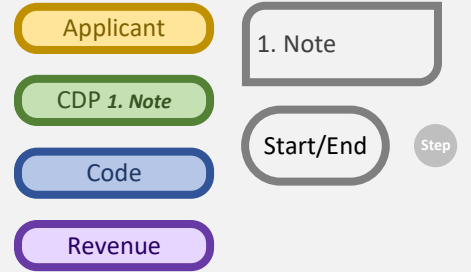


Commercial Use & Occupancy Permit (CU&O) Review Flowchart

Updated 8/7/2025

NOTE: This flowchart is for illustrative purposes only. Not every submission will follow this exact review flow.

Symbol Key



1. If your business was the subject of a Special Use Permit application, you do not need to apply for a CU&O or follow this process. Staff will generate this document on your behalf. See guides on previous page for **Land Use and BAR**

2. Click here for the **Permit Portal**.

3. See **How To Apply – CU&O** guide.

4. Once Zoning has completed its review, you will receive an email from the Permit Portal. You will **not** receive a copy of your CU&O at this stage. The email will provide instructions on subsequent inspections that may be required.

5. If there is any construction work needed prior to a business operating out of the space, permits will be needed. See flowcharts and how-to guides for **Commercial Building Permits** and **Trade Permits** on the previous page, as well as separate instructions for **scheduling inspections**.

6. A Use inspection is needed, generally, when there is a change in use of a building or space, which the CU&O will indicate, or if the space or building in question hasn't been inspected in two or more years. You will be contacted by Code Administration staff if this is needed. You do not need to proactively reach out. See the **Inspections webpage** for more information.

7. Fire Prevention Code (FPC) inspections are performed by the Fire Marshal as part of the Building Permit process. Construction requiring this inspection type include, generally, new tenant fit-outs, improvements associated with restaurant kitchen equipment installations, or installation/modification to fire protection systems (fire alarm, sprinkler, extinguishing system). Similar to Use Inspections, you will be contacted by Code Administration staff if this is required. The two inspections can be scheduled simultaneously. See the **Inspections webpage** for more information.

8. Visit the **Business License Portal** to view application requirements. A Business License will not be issued until the CU&O is approved and all required inspections are passed.