



CITY OF LANCASTER
Building Department
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Permit Policy

Permits Issued Per Tenant Per Address

The following policy shall be used in determining if one or more permit(s) and associated permit numbers are issued for each commercial construction project:

1. One permit number shall represent the building shell unless concurrently the interior is finished and only one tenant will occupy the building when completed. The approved building plans must include the tenant finish plan, use group and the type of business with only one address.
2. If a building shell has been completed and a certificate of occupancy has been issued without the interior tenant finish and at a later date the builder wants to finish or change the interior tenant space, then a new permit number shall be issued for the tenant finish improvements or alteration(s).
3. If a building shell is constructed for multiple tenant spaces, then a separate permit number shall be used for the shell and one tenant space only. Each additional tenant space finish shall be issued a separate permit per address. One permit number shall not represent the building shell and multiple tenants.
4. Three or four unit condominiums constructed under the OBC shall be permitted per unit or address not per building. Each unit within the building shall be charged separate permit fees and a separate occupancy certificate will be issued.
5. Five or more unit condominium buildings and buildings more than two stories in height above ground shall be permitted according to size and use as determined by the Commercial Building Official prior to the issuing of permit(s) for construction.

Commercial CBO

City Engineer