



April 8, 2025

## **UNDERSTANDING THE CERTIFICATE OF OCCUPANCY/CERTIFICATE OF INSPECTION FOR YOUR CITY OF UPLAND BUSINESS LICENSE**

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Certificate of Inspection/Certificate of Occupancy

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**The Certificate of Occupancy-newly re-titled as the Certificate of Inspection is issued by the City of Upland Building & Safety Division (909) 931-4110.**

A Certificate of Inspection is a document issued by the City of Upland Building and Safety Division certifying a building's compliance with applicable building codes and other laws and indicating that the building is in a condition suitable for occupancy.

### **Why Do You Need a C of I (Certificate of Inspection) to receive a business license?**

A C of I is required prior to occupying a commercial building or tenant space and prior to starting operations of your business. If you occupy commercial space in the City of Upland, you are required to obtain a C of I. (California Building Code Section 111). Currently, C of I's are not required for home occupations, salon booth rentals and for businesses that do not occupy any commercial space within the City of Upland.

To apply for your Certificate of Occupancy, please visit the website, <https://www.uplandca.gov/certificate-of-occupancy> or select the link attached to this section on the Business License page.

**Please note: You are required to obtain a Zoning Approval prior to self-scheduling your inspection appointment with a Building Inspector for your Certificate of Inspection.**