

Certificate of Compliance (COC) Process Flowchart



1. Applicant Submits Project for Building Permit
-City Staff direct applicant to District for COC



2. Applicant Comes to BUSD Facilities and Provides:
-Copy of Building Permit Application
-Documents verifying sq.ft.
-Site plans and floor plans



3. District Verifies Application
-Verifies chargeable sq.ft. from City
-Determines if exemption applies



a. Collect fee based on square footage and type

b. Project is exempt due to size (additions less than 500 sq.ft.)

c. Project is exempt due to statute (i.e. public projects)



4. District Issues:
-Certificate of Compliance
-Receipt of funds (if applicable)



5. Applicant returns to City with Certificate of Compliance