

## 3.18 Conversion of Single-Occupant Buildings to Multiple-Occupant Buildings

### 3.18.001 Purpose.

The purpose of this ordinance is to ensure public safety, health, and compliance with applicable codes when a structure originally designed or used for a single occupant or business is converted into a multiple-occupant or multi-tenant facility. This regulation establishes uniform standards for such conversions, protecting both occupants and the community at large.

### 3.18.002 Applicability.

This ordinance shall apply to any property owner, developer, or occupant who seeks to modify or convert a building presently approved, permitted, or utilized as a single-occupant structure into one intended for two or more separate occupants, tenants, or business entities.

### 3.18.003 Required Actions and Compliance

#### 1) Permit and Plan Submission.

Prior to initiating construction or reconfiguration, the property owner must submit updated site plans, floor plans, and occupancy details to the Building Department and obtain approval through a valid building permit.

#### 2) Building Code Compliance.

The building shall be brought into compliance with the latest adopted Building Code, including all structural, electrical, mechanical, plumbing, and accessibility requirements applicable to multi-tenant occupancies.

#### 3) Fire and Life Safety.

The building must be reviewed and approved by the Fire Marshal or designated authority. Compliance shall include, but is not limited to:

- a) Installation or upgrade of fire-rated walls, doors, and separations between tenant spaces.
- b) Adequate emergency exits and signage for each tenant space.
- c) Fire alarm and sprinkler systems appropriate for the new occupancy classification.

#### 4) Zoning and Parking Requirements.

The conversion shall comply with all zoning regulations and parking requirements applicable to multiple-occupant use, including minimum parking ratio adjustments, accessibility, and landscaping standards.

#### 5) Utilities and Addressing.

Each tenant space shall have individually metered utilities where appropriate, approved waste disposal services, and assignment of unique suite or unit addresses to ensure proper emergency and mail service identification.

6) Certificate of Occupancy.

No tenant shall occupy the building until a new or updated Certificate of Occupancy is issued verifying compliance with this ordinance and all applicable codes.

3.18.004 Enforcement and Penalties.

Failure to comply with this ordinance shall constitute a violation subject to enforcement under the city's building and zoning regulations, including stop-work orders, revocation of permits, or applicable fines as prescribed by law.

3.18.005 Effective Date.

This ordinance shall take effect immediately upon its adoption and publication as required by law.