



CERTIFICATE OF OCCUPANCY REQUIREMENTS

Legend: Shown below is a matrix which depicts the various departments that are required to perform a Certificate of Occupancy (C of O) Inspection. After each department's field staff has completed their inspection, a "C of O Clearance Form" must be routed to the Building Division for final processing. The contact person for each department is shown on the top row.

	<u>Building Division</u> 736-2250	<u>Planning Division</u> 736-2262	<u>Fire Prevention</u> 736-2220	<u>Public Works/ DWP</u> 279-3511	<u>Parks</u> 739-4957
<u>Residential Tracts</u> Models & Sales Offices	X	X	X	X	X
Sales Trailer	X	X	X		
<u>Residential Tracts</u> Convert Sales Office to Garage/or Model Home to SFD	X			X	
<u>Residential Tracts</u> Production Homes	X	X		X	X
Residential Multi-Family	X	X	X	X	X
<u>Residential</u> Custom Homes	X	X	X	X	X
Commercial	X	X	X	X	X
Industrial	X	X	X	X	X
¹ Tenant Improvements	X	² ?	X		
Change of Occupancy	X	X	X		
Cell Site Towers/Antenna	X	X			
Kiosk, Freestanding	X	X	X		
Commercial Coach or Manufactured Home	X	X	X	X	X

NOTE: Job cards shall be signed off by each required Department whether or not a field inspection is required. (The cards may be signed off at the public counter by the Department representative.)

¹Building Division will sign off last (after Fire and Planning if necessary) on Tenant Improvements that already have power to insure compliance by all affected departments.

²If the site landscaping or parking were altered as part of the tenant improvement, call the Planning Division to determine if an Occupancy Inspection is required from them.