

APPLICATION FOR CERTIFICATE OF OCCUPANCY



Building Permit No:

Fire Permit No:

**Community Development Department
Building & Safety Division
14177 Frederick St.
P.O. Box 88005
Moreno Valley, CA 92553
(951) 413-3350 FAX: (951) 413-3363**

THIS APPLICATION FOR A CERTIFICATE OF OCCUPANCY SHALL NOT BE CONSTRUED AS APPROVAL TO OCCUPY OR OTHERWISE CONDUCT BUSINESS. OCCUPANCY OF THE BUILDING AND/OR SPACE WILL NOT BE PERMITTED UNTIL AN OFFICIALLY APPROVED CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED FOLLOWING SATISFACTORY COMPLETION OF ALL REQUIRED INSPECTIONS.

THIS APPLICATION **MUST BE** ACCOMPANIED BY TWO (2) COPIES OF THE SITE PLAN, EXISTING FLOOR PLAN WITH DIMENSIONS OF UNIT AND EXISTING FIXTURES, ROOMS, EXITS, ETC. See opposite side of this sheet.

COMPLETE THE FOLLOWING INFORMATION IN DETAIL (PLEASE PRINT)

BUSINESS INFORMATION

Name of Business:	Business Phone:
Business Address:	
Address of Home Office:	Business Phone:

BUSINESS OWNER/OFFICE MANAGER INFORMATION

Last Name	First Name	Initial	Home Phone:
Home Address:			
City:			Zip Code:

APPLICANT INFORMATION

Last Name	First Name	Initial	Home Phone:
Home Address Applicant:			
City:		State:	Zip Code:

PROPERTY OWNER INFORMATION

Name of Property Owner:	Day Time Phone:
Home Address of Property Owner:	
City:	Zip Code:
Type of Business (Specify exact type of services you are providing):	
Previous Use of Building:	

I certify that I have read the statements contained in this application and that they are true and correct.

Signature: _____ Date: _____

Title: _____ Square footage: _____