

# 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) 413-3210

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: \_\_\_\_\_