



Request for Commercial Certificate of Occupancy

PROJECT INFORMATION (PLEASE FILL-OUT)

What type of project is this? <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> A New Commercial Building	
Project Name/Business Name:	Building Permit #:
Site Address:	Bldg./Unit #:
Property Owner Name:	Parcel/Lot #:
Property Owner Address:	
Primary Contractor:	Contractor's Address:
Contractor's Phone:	

DIRECTIONS

Complete this packet to obtain your Certificate of Occupancy. After all final inspections are complete, approvals (signatures) are required from each of the below entities. **NOTE:**

- Original signatures are required (no copies or faxes)
- The sub-contractor list starting on page 2 is required
- Complete forms must be returned to a Community Development Technician
- Once completed and received, a Certificate of Occupancy will be mailed

REQUIRED APPROVALS

Gas Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact	Date	Dept. Signature
1. Business Licenses (<u>required</u> for all contractors and sub-contractors) See Page 2	(951) 693-3933		
2. Landscape Inspection (Planning)	(951) 694-6400		
3. Planning	(951) 694-6400		
4. Land Development/Public Works	(951) 308-6395		
a. Rancho California Water District			
b. Eastern Municipal Water District			
c. N.P.D.E.S.			
d. Street Lights			
5. Riverside County Health Dept. (if applicable).	(951) 461-0284		
6. Fire Prevention Inspector	(951) 308-6363		
7. Building Inspector For inspection windows (call between 7-8 am)	(951) 240-4202		
8. Community Development Technician Please bring your signed job card. (Final Release of Utilities)	(951) 694-6476		



SUB-CONTRACT AND SERVICE LIST

Owner Builders & Contractors:

A business license is **required** for any of the following entities that work on a project:

- Contractors
- Sub-contractors
- Builders
- Service providers

Additional business license information is available at **TemeculaCA.gov/biz**.

My signature hereon acknowledges that I have read the foregoing, and further that the list provided is true and complete.

Signature of Owner/Builder or Contractor:	Date:
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The following list is provided merely as a guideline; please utilize the “other category” for trades that may not fit into a specific category.

	Name / Address	State License No. and Class	City License No.
Acoustic Treatment			
Asphalt paving			
Back Hoe			
Building Supply Delivery			
Cabinets			
Carpentry-Finish			
Carpentry-Rough			
Carpeting			
Cleaning			
Construction clean-up			
Concrete Foundation			
Concrete Decking			



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Demolition			
Drywall			
Electrical			
Excavation			
Fencing			
Flooring			
Garage Doors			
Glazing			
Grading			
Gunite			
Heating/Air			
Insulation			
Landscaping			
Lathing			
Lawn Sprinklers			
Luminous Ceiling			
Masonry			
Painting			
Parking Lot Striping			
Plastering			
Plumbing			
Roofing			



41000 Main Street
 Temecula, CA 92590
 951-694-6476
TemeculaCA.gov/build
permits@TemeculaCA.gov

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Sand Blasting			
Sanitary Facility			
Sewer			
Sheet Metal			
Shower doors			
Steel			
Tile			
Wallpaper			
Weather Stripping			
Welding			
Other			