

PUBLIC WORKS

OBTAINING PUBLIC WORKS INSPECTOR'S CLEARANCE TO ALLOW ISSUANCE OF A CERTIFICATE OF OCCUPANCY

These instructions should be used as guidelines to obtain Certificate of Occupancy (C of O) clearances from Public Works inspectors.

Instructions:

1. Completion of Precise Grading. The grading, per the approved precise grading plan, and any associated onsite/offsite public improvements must be 100% complete and the site must be ready for final inspection.
2. Scheduling an Inspection. Public Works (PW) inspections shall be scheduled by emailing the **PW Inspection email at ldinspections@temeculaca.gov**
 - a. Inspections must be requested no later than 3:30 pm the day prior to the requested date of inspection (i.e., an inspection for Thursday must be called in no later than Wednesday at 3:30 pm).
 - b. More than 1 inspection may be requested per email, but they must be **specific** and all relevant information provided.
3. Submittal of Required Items. The following items shall be presented to the PW Inspector, upon arrival for the scheduled inspection:
 - a. For tracts, engineering certification for each lot (i.e., including certification of swales and pad elevations, etc.);
 - b. For all non-residential projects, engineering certification for each lot (i.e., including certification of WQMP compliance, installation of required WQMP systems/BMO's, swales, pad elevations, etc.);
 - c. For custom single family and non-residential projects, pad compaction certification/final soils report.
4. Clearances from Utility Agencies. Obtain clearances from the following independent utility agencies. Note that a copy of their release letters should accompany the C of O sign-off sheet.
 - a. Rancho California Water District; contact **Hilda Bojorquez** at **(951) 296- 6984** or **296-6900**
 - b. Eastern Municipal Water District (EMWD); contact **Maya Castellon** at **(951) 928-3777 ext. 4372**
 - c.
5. Inspection Clearance. After the inspection, if the PW Inspector finds the work...
 - a. Acceptable, the PW inspector's clearance of the project site will be provided. Prior to proceeding to City Hall to obtain the C of O, it is highly recommended that the Community Development Technician be contacted to confirm all other outstanding department clearances **as well as the require clearances from utility agencies**. Please allow **a reasonable time** for City staff to process all departments' clearances;
OR
 - b. Unacceptable, the PW inspector will identify field deficiencies and the project site will not be cleared. All deficiencies must be addressed prior to requesting/scheduling a follow-up inspection.