

Requirements for the Issuance of a Certificate of Occupancy

Below is a list of approvals that must be obtained prior to a Certificate of Occupancy being issued for this project. Not all projects receive a Certificate of Occupancy (such as a commercial/industrial shell with no tenant improvements, signs, etc.), however; all projects must be “project finalized”.

The following approvals must be obtained prior to receiving a “project final” or a Certificate of Occupancy.

City Department/Division Approvals:

- Building Division Approval (925-960-4410)
- Fire Prevention Approval (925-454-2362)
- Engineering Division Approval (925-960-4500)
- Planning Division Approval (925-960-4450)
- Police Department Approval (925-371-4900)
- Water Resources (925-960-8100)

Outside Agency Approvals:

- Special Inspection Final Letter/Final Report

Other Approvals:

- _____
- _____
- _____

- *Residential projects only: Traffic Impact Fees must be paid prior to final if not paid at the time the permit was issued.*
- *Commercial/Industrial projects only: A Certificate of Occupancy on a tenant improvement project will be issued only after the building shell has been project finalized.*
- *It is the responsibility of the permittee to obtain all appropriate approvals prior to use of equipment or the issuance of a Certificate of Occupancy.*