



Certificate of Occupancy Routing Process

Before a Certificate of Occupancy can be given to a project, the contractor is responsible for getting written approvals on the job site inspection card, from the Water Department, the Engineering Department, the Fire Department, and the Planning Department. After the Building Department has given a **final inspection** on the building, the contractor will need to schedule the following for Certificate of Occupancy:

The Water Department will need a copy of the Backflow Prevention Device test. Call Hector at 337-3177 to get the Water Department Certificate of Occupancy Approval.

The Engineering Department will check on sidewalks, curb and gutter. Call 337-5182 twenty-four (24) hours in advance to schedule the Engineering Department Certificate of Occupancy inspection.

The Fire Prevention Bureau will inspect all buildings or structures within its jurisdiction to ensure compliance with life safety, and fire prevention codes. This includes but is not limited to automatic fire sprinkler systems, fire alarm systems, exiting components, fire hydrants and fire department connections, and all other life safety systems. Please call (760) 337-4567, at least 24 hours in advance to request a Certificate of Occupancy Inspection.

The Planning Department will check parking and landscaping. Call 337-4545 twenty-four (24) hours in advance to schedule the Planning Department Certificate of Occupancy inspection.

Once you have received written approval from the required departments, the contractor will bring the Inspection Record to the Building Department for final approval from the Building Official, and the Certificate of Occupancy will be issued.