



# CERTIFICATE OF OCCUPANCY REQUIREMENTS

**Legend:** Shown below is a matrix which depicts the various departments that are required to perform a Certificate of Occupancy (C of O) Inspection. After each department’s field staff has completed their inspection, a “C of O Clearance Form” must be routed to the Building Division for final processing. The contact person for each department is shown on the top row if applicable.

	<b>Building Division</b> 736-2250	<b>Planning Division</b> 736-2262	<b>Fire Prevention</b> 736-2220	<b>Development<sup>4</sup> Services</b> 736-2259	<b>Police</b> “Larry Auck” 279-3727	<b>Utilities</b> 736-2234
<b><u>Residential Tracts</u></b>						
Models & Sales Offices	X	X	X	X		? <sup>3</sup>
Sales Trailer	X	X	X			? <sup>3</sup>
Convert Sales Office to Garage/or Model Home to SFD	X		X	X		? <sup>3</sup>
Production Homes	X	X	X	X		X
<b><u>Residential Multi-Family</u></b>						
Custom Homes	X	X	X	X	X	X
<b><u>All Others</u></b>						
Commercial	X	X	X	X	X	X
Industrial	X	X	X	X	X	X
Tenant Improvements <sup>1</sup>	X	? <sup>2</sup>	X			? <sup>3</sup>
Change of Occupancy	X	X	X	X		
Cell Site New/Alteration	X	X	X			? <sup>3</sup>
Commercial Coach or Manufactured Home	X	X	X	X		? <sup>3</sup>
Landscape	X	X				? <sup>3</sup>

**NOTE:** Job cards shall be signed off by each required Department whether or not a field inspection is required. (The cards may be signed off at the public counter by the Department representative.)

<sup>1</sup>Building Division will sign off last (after Fire and Planning if necessary) on Tenant Improvements that already have power to ensure compliance by all affected departments.

<sup>2</sup>If the site landscaping or parking were altered as part of the tenant improvement, call the Planning Division to determine if an Occupancy Inspection is required from them and to sign the job card. Planning shall inspect and sign off all cannabis businesses.

<sup>3</sup>If a backflow, interceptor, or reclaimed water service is being installed Utilities will need to perform a Final inspection and sign off the job card.

<sup>4</sup> The Development Services Division conducts an internal review prior to releasing a CofO. Please send an email with the buildings being requested to [DSCounter@CoronaCA.gov](mailto:DSCounter@CoronaCA.gov) at least 10 working days prior to your anticipated CofO date to allow time for processing.