



City of Pomona — Building and Safety Division

Application for Certificate of Occupancy

Please complete the following application:

CERTIFICATE OF OCCUPANCY
 TEMPORARY CERTIFICATE OF OCCUPANCY

Reason for Temporary Certificate of Occupancy:

ADDRESS: _____ PERMIT NUMBER: _____

OCCUPANT INFORMATION:

BUSINESS NAME: _____

APPLICANT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PERFERRED CONTACT : PHONE EMAIL SPRINKLERS: YES NO

******* ITEMS ARE REQUIRED *******

COMMERCIAL BUILDING:

OCCUPANCY LOAD: _____
 TYPE OF CONSTRUCTION: _____
 TYPE OF BUSINESS: _____
 OCCUPANCY GROUP: _____

RESIDENTIAL BUILDING:

TYPE OF CONSTRUCTION: _____
 OCCUPANCY GROUP: _____
 DESCRIPTION: _____

*I certify that I have read the statements contained in this application and that they are true and correct.
 With my signature I confirm I make this statement under penalty of perjury.*

Signature

Date

SPECIAL REQUIREMENTS:	AMOUNT OF TIME GIVEN	DEPARTMENT REQUESTED

DEPARTMENT	PRINT NAME	SIGNATURE	DATE
1	PLANNING		
2	FIRE DEPARTMENT		
3	TRANSPORTATION		
4	ENVIRONMENTAL/PW		
5	WATER ENGINEERING <small>*Prior to sign off: Fire must be signed off and Backflow</small>		
6	UTILITY SERVICES <small>*Hydrant Meter</small>		

***Once signatures have been obtained by all departments above, please return to Building Department for the final review.**

7	INFRASTRUCTURE		
8	BUILDING		

APPLICANT SHALL CONTACT EACH DEPARTMENT/DIVISION FOR THEIR REQUIREMENTS:

PLANNING DIVISION	909-620-2191	Main Line	WATER RESOURCES DEPARTMENT	909-620-2251	Main Line
FIRE DEPARTMENT	323-890-4125	Main Line	PUBLIC WORKS – ENVIRONMENTAL	909-620-2285	Carmen Barsu
BACKFLOW INSPECTOR	909-802-7406	Jose Chavez	UTILITY SERVICES	909-620-2232	Rozaluia Outley
			BUILDING DEPARTMENT	909-620-2367	Agustine Figueroa