



CITY OF SIMI VALLEY

BUILDING AND SAFETY DIVISION

CERTIFICATE OF OCCUPANCY APPLICATION PACKET

This application packet contains all the information necessary to apply for your Certificate of Occupancy. All applicants are required to complete the application for Certificate of Occupancy, and to obtain all listed Departments' and Agencies' signatures of approval.

After the required signatures have been obtained, you will need to contact your project Building Inspector for final inspection, and any further or additional instructions related to your project.

It is the applicant's responsibility to make contact with all listed Departments and Agencies on the application form, for any additional instructions that may be required. If you should have any questions please contact the appropriate Department or Agency.

Building Inspector

Phone Number



**CITY OF SIMI VALLEY
BUILDING AND SAFETY DIVISION**

**CERTIFICATE OF OCCUPANCY
PRE-APPLICATION**

I have received a Certificate of Occupancy Application Packet which includes the following items: An Application for Final Inspection Approval (801 Form), and the Business Tax Division's subcontractors list.

I understand that it is my responsibility to complete the application process and is required to be done per the Simi Valley Municipal Code, Title 8, Chapter 10 before occupancy of the building or any portion thereof.

PRINT NAME: _____

JOB ADDRESS: _____

DATE: _____

SIGNATURE: _____

VERIFIED BY: _____

Application for Final Inspection Approval 801 FORM

Project Address: _____ Permit No. K _____

Developer/Owner/Business: _____ Phone: _____

SUP/PD/Tract Number: _____ Building Inspector: _____

Prior to the Building and Safety final inspection approval, you will need to obtain signature approvals from the agencies identified below. After your Building Inspector's final inspection approval, a Certificate of Occupancy will be issued for new buildings and additions or occupancy changes on existing buildings. Single-family dwellings and tenant improvements with no occupancy change do not receive a Certificate of Occupancy; for these projects, the final inspection approval is identified on this 801 Form and the permit Inspection Record Card. The Certificate of Occupancy may take up to ten (10) working days to process and will be sent to the owner of the building as identified on the building permit. **The building is not to be occupied until final inspection approval from Building and Safety is obtained.**

	<u>Departments/Agency</u>	<u>Signature of Representative</u>	<u>Date</u>
<input type="checkbox"/>	County of Ventura Fire Prevention District - Phone: (805) 389-9744	_____	_____
<input type="checkbox"/>	Ventura County Environmental Health (1) Phone: (805) 654-2813	_____	_____
<input type="checkbox"/>	Department of Public Works/Environmental Compliance Div. (3) – Phone: (805) 583-6400	_____	_____
<input type="checkbox"/>	Department of Public Works/Inspection Div. (4) Phone: (805) 583-6786	_____	_____
<input type="checkbox"/>	Department of Environmental Services Planning Division – Phone: (805) 583-6769	_____	_____
<input type="checkbox"/>	Other:	_____	_____

Approved:
Building and Safety Division
Phone: (805) 583-6723 Building Inspector: _____ Date: _____

Please Note:

- (1) Required for all food preparation distribution and/or processing occupancies, and swimming pools and spas, other than for R3 Occupancy.
- (2) Submit list of Subcontractors to Business Tax Division, per Simi Valley Municipal Code, Title 3, Chapter 1, Section 3-1.102; and to obtain approval on this form (see attachment). *The review of the subcontractor's list may require up to ten (10) working days to process, please make plans to allow for this processing time.*
- (3) Not required for single-family residences (R-3 occupancy); required when any alteration is done to City sewer system.
- (4) Required for new construction site development.