



# Community Development Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



## Request for Certificate of Occupancy

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Permit Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Relationship to Project: \_\_\_\_\_

Main Permit #: \_\_\_\_\_

List ALL Associated Permit Activities: (phased permits, partial permits, revisions, deferred submittals)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make sure to bring all permit jackets and fire cards to the public counter, 300 Richards Blvd, 3<sup>rd</sup> Floor, along with this application

Allow a minimum of five (5) working days to complete the Certificate of Occupancy.

### STAFF ONLY

Intake Date: \_\_\_\_\_ Staff Intake Initials: \_\_\_\_\_

All permit status's finalized or complete?  Yes  No

All Accela conditions resolved?  Yes  No

All fees paid?  Yes  No

Processor's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Approver's Initials\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Only Approved Counter Management may Approve Certificates of Occupancy.