**SCOPE:** MULTI-FAMILY AND COMMERCIAL/INDUSTRIAL/TENANT SPACE BUILDINGS

For the purpose of temporary occupancy, failure to progress a project to the next level of required inspection shall be deemed to be suspension of the work. Work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

BE ADVISED THAT NO FURNITURE OR STOCK SHALL BE MOVED IN. NO TENANT EMPLOYEES SHALL OCCUPY THE BUILDING OR SPACE UNTIL INSPECTION APPROVAL OF THE TEMPORARY OCCUPANCY IS GRANTED BY THE BUILDING & SAFETY DIVISION**.**

## MINIMUM TEMPORARY OCCUPANCY REQUIREMENTS

Prior to requesting temporary occupancy, please make sure the following items, at a minimum, have been completed. If so, please read the submittal requirements.

1. All special inspection reports or final affidavits have been submitted, reviewed, and accepted by the Building Division (if applicable).
2. The Public Works Department has signed off and provided Final Approval (if applicable).
3. The Fire Department has signed off and provided Final Approval (if applicable). The fire sprinkler system shall be 100% complete and operational (if applicable).
4. Compliance with all project conditions, including, but not limited to:
   1. Architectural features (e.g., building color)
   2. Parking (including the number of spaces and configuration)
   3. Bicycle parking, racks, and/or lockers
   4. C&D tag approval
   5. Other project specific conditions
5. All accessibility requirements for building access, common areas, and occupied areas shall be completed
6. All exit systems serving the proposed occupied areas are to be completed and shall be maintained clear of all construction related activities, personnel, and materials
7. All plan revisions and deferred submittals have be submitted, approved, and on the jobsite.
8. The occupying tenant shall have submitted a Use and Occupancy application form.
9. The tenant area, proposed to be occupied, shall be completed to a level meeting all occupancy related code requirements.
10. Departments, Divisions, and outside Agencies’ Contacts.

**City & County Departments Contact Phone Numbers**

* + AGOURA HILLS BUILDING AND SAFETY DIVISION 818-597-7334
  + AGOURA HILLS PUBLIC WORKS DEPARTMENT 818-597-7329
  + AGOURA HILLS PLANNING DIVISION 818-597-7309
  + PLANNING (LANDSCAPE DIVISION) 818-597-7350
  + LOS ANGELES COUNTY FIRE DEPARTMENT 818-880-0341
  + LOS ANGELES COUNTY HEALTH DEPARTMENT 818-880-3409

**NOTE -***The City of Agoura Hills reserves the right to require the posting of a performance bond to*

*assure completion of outstanding items needed for final sign off of the project.*

## SUBMITTAL REQUIREMENTS

A written request for temporary occupancy shall be submitted on company letterhead to the Building Division Inspection Services; it shall be submitted at least 10 working days prior to the proposed occupancy date.

The request shall include the following information:

## PROJECT INFORMATION

1. Include the building permit number.
2. List the jobsite address.
3. Provide the date of proposed occupancy.
4. Include a description of the extent of construction that will remain at the time of proposed occupancy and an estimate of the time period needed to complete those items.

## APPROVALS FROM OTHER DEPARTMENTS/AGENCIES

1. Attach documentation that all special inspection reports or final affidavit have been submitted, reviewed, and accepted by Building Division (if applicable).
2. Attach documentation that Public Works Department has signed-off and provided Final Approval (if

applicable).

1. Attach documentation that Fire Department has signed-off and provided Final Approval (if applicable).
2. Attached documentation that the County Health Department has signed-off and provided Final Approval (if applicable).

## BUILDING DIVISION REQUIREMENTS

1. Attach documentation that accessibility has been signed-off and that all exit systems have been reviewed.
2. Provide revision numbers for all plan revisions and deferred submittals and documentation that they were approved by Building Division.
3. Provide the date for when Use and Occupancy permit application was been submitted.

## CONTACT INFORMATION

1. Tenant information: Name, address, email, phone number, and signature
2. Contractor information: Name, address, email, phone number, and signature
3. Owner information: Name, address, email, phone number, and signature

## ENCLOSED PAYMENT

1. Make sure payment is included at submittal.

**CITY OF AGOURA HILLS - BUILDING AND SAFETY DIVISION**

**REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

Permit No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupancy Type.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Owner Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Projected Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATEMENT:** It is requested that the Building and Safety consider granting a Temporary

Certificate of Occupancy for the following reason.

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**Property Owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Tenant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |