



## Certificate of Occupancy Sign Off

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

Building Permit #: \_\_\_\_\_

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

**PRIOR** to issuance of the "Certificate of Occupancy" the requirements of the following departments and/or agencies must be met. Please contact the selected departments and/or agencies to arrange for an inspection and obtain their approval in the respective areas.

**This form must be completed and supplied to the Building Inspector at time of the final inspection.**

### PLANNING DIVISION REQUIREMENTS HAVE BEEN COMPLETED:

**Planning Division**  
1001 W Center Street  
209-456-8500

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

By: \_\_\_\_\_

### ENGINEERING DIVISION REQUIREMENTS HAVE BEEN COMPLETED:

**Engineering Division**  
1001 W Center Street  
209-456-8580

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

By: \_\_\_\_\_

### FIRE DEPARTMENT REQUIREMENTS HAVE BEEN COMPLETED:

**Fire Prevention**  
1154 S Union Road  
209-456-8340

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

By: \_\_\_\_\_

### HEALTH DEPARTMENT REQUIREMENTS HAVE BEEN COMPLETED:

**San Joaquin County Environmental Health**  
1868 E Hazelton Avenue, Stockton, CA  
209-468-3420

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

By: \_\_\_\_\_



**Per California Building Code, Section 111, “No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued as a Certificate of Occupancy...”**

This sign off list shall apply to all commercial remodels, tenant infill’s, additions, and new Commercial buildings in order to be able to obtain a Certificate of Occupancy:

- Planning Division - 209-456-8500** - Contact the Planning Division when the exterior of the building and all site work is completed. This should occur as early as possible so that any outstanding items or corrections can be addressed. (2 weeks prior to final is recommended)
  - Landscaping - Contact Planning when all landscape is completed. Ideally this should occur as early as possible so that any outstanding items or corrections can be addressed.
- Engineering Division - 209-456-8580** or contact your Construction Inspector (209-639-5964 or 209 923-0528) directly -
  - Engineering - Contact you Construction Inspector when all sitework is completed. Ideally this should occur as early as possible so that any outstanding items or corrections can be addressed.
- Fire Prevention - 209-456-8340** - Contact the Fire Prevention Division when the all fire and life safety, fire sprinklers, exits, door hardware, etc. are completed. This should occur as early as possible so that any outstanding items or corrections can be addressed.
- San Joaquin County Environmental Health - 209-468-3420** - If County Health has been involved in your project due to the serving of food or for any other reason they shall be contacted for a final inspection.
- Building Safety Division - 209-456-8550** - Building Safety cannot issue any type of Certificate of Occupancy without all entities mentioned above approving the project as complete. Contact Building Safety for final inspection when the building is complete, corrections have been addressed, special inspection reports provided, etc. Pending approval of the Building Safety Division, your permit may be signed off as complete and a Certificate of Occupancy issued.