



# City of Pomona — Building and Safety Division

## Application for Certificate of Occupancy

### *Residential Construction & Additions*

Please complete the following application:

CERTIFICATE OF OCCUPANCY  
 TEMPORARY CERTIFICATE OF OCCUPANCY

ADDRESS: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

**OCCUPANT INFORMATION:**

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PERFERRED CONTACT :     PHONE                       EMAIL

OCCUPANCY LOAD: \_\_\_\_\_                      SPRINKLERS: YES                       NO

*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	WATER ENGINEERING <small>*Prior to sign off: Fire must be signed off and Backflow</small>		
3	ENVIRONMENTAL		

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

4	INFRASTRUCTURE		
5	BUILDING		

**APPLICANT SHALL CONTACT EACH DEPARTMENT/DIVISION FOR THEIR REQUIRMENTS:**

PLANNING DIVISION	909-620-2436	Brad Johnson
PUBLIC WORKS – WATER ENGINEERING	909-620-2285	Carmen Barsu
PUBLIC WORKS – ENVIRONMENTAL	909-620-3717	Rae Beimer
BUILDING DEPARTMENT	909-620-2367	Gil Petris