



City of Pomona — Building and Safety Division

Application for Certificate of Occupancy

Commercial Building

Please complete the following application:

CERTIFICATE OF OCCUPANCY
 TEMPORARY CERTIFICATE OF OCCUPANCY

ADDRESS: _____ PERMIT NUMBER: _____

OCCUPANT INFORMATION:

BUSINESS NAME: _____

APPLICANT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PREFERRED 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	FIRE DEPARTMENT			
3	TRANSPORTATION			
4	PARKS <small>*ONLY when Street Trees are included in Project.</small>			
5	WATER ENGINEERING <small>*Prior to sign off: Fire must be signed off and Backflow</small>			
6	ENVIRONMENTAL			

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

7	INFRASTRUCTURE			
8	BUILDING			

APPLICANT SHALL CONTACT EACH DEPARTMENT/DIVISION FOR THEIR REQUIRMENTS:

PLANNING DIVISION	909-620-2436	Brad Johnson
FIRE DEPARTMENT	909-620-2402	Capt. Byron Prewitt
PUBLIC WORKS – TRANSPORTATION	909-620-2285	Carmen Barsu
PARKS AND RECREATION	909-802-7404	Chris Hentzen
PUBLIC WORKS – WATER ENGINEERING	909-620-2285	Carmen Barsu
PUBLIC WORKS – ENVIRONMENTAL	909-620-3717	Rae Beimer
BACKFLOW INSPECTOR	909-802-7425	Tom Baca
BUILDING DEPARTMENT	909-620-2367	Gil Petris