



Application for Certificate of Occupancy

City of Pomona

Building & Safety Division

Please complete the following application:

CERTIFICATE OF OCCUPANCY
 TEMPORARY CERTIFICATE OF OCCUPANCY

COMMERCIAL RESIDENTIAL

ADDRESS: _____ PERMIT NUMBER: _____

OCCUPANT INFORMATION:

BUSINESS NAME: _____ 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:	DEPARTMENT REQUESTED

TIME GRANTED FOR TEMPORARY CERTIFICATE OF OCCUPANCY

AMOUNT OF TIME	DEPARTMENT

DEPARTMENT	PRINT NAME	SIGNATURE	DATE
1	PLANNING		
2	FIRE DEPARTMENT		
3	TRANSPORTATION &		
4	PARKS		
5	WATER ENGINEERING <small>*Prior to sign off: Fire must be signed off and Backflow must be approved.</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 – TRANPORTATION | 909-620-2285 | Carmen Barsu |
| PARKS AND RECREATION | 909-802-7404 | Chris Hentzen |
| PUBLIC WORKS – WATER ENGINEERING | 909-620-2285 | Carmen Barsu |
| PUBLIC WORKS – ENVIROMENTAL | 909-620-3717 | Rae Beimer |
| BACKFLOW INSPECTOR | 909-802-7425 | Tom Baca |
| BUILDING DEPARTMENT | 909-620-2367 | Gil Petris |