



Community Development Dept.
Building Division

390 Towne Centre Drive - Lathrop, CA 95330
Phone (209) 941-7270 – Fax (209) 941-7268

TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST/APPROVAL

Temporary occupancy has been requested at:

Job Address _____ Permit Number(s) _____

Temporary occupancy be effective on _____ and will terminate on _____

The reason we need a Temporary Occupancy is _____

I, the undersigned, understand that the use of electric power and/or gas to my job site is temporary in nature and may be disconnected from the gas and electric power source for nonconforming code violation(s), non-compliance of all City ordinances and regulations, or for any safety hazards as determined by the Building Official.

The Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit; provided, that such portion or portions shall be occupied safely. I am also aware that before the final Certificate of Occupancy is issued, the final inspection will need to be approved by all required City Departments.

By signing below I acknowledge that the attached list of items is yet to be completed or corrected and will be completed before final inspection can be approved.

DATE: _____ SIGNED: _____
(Property Owner)

DATE: _____ SIGNED: _____
(Business Owner)

DATE: _____ SIGNED: _____
(Contractor)

Revocation. The Building Official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of the codes.

DEPARTMENT/DIVISION APPROVALS: This project will be allowed a Temporary Certificate of Occupancy for the time frame noted above, if approved by each Division. Each Department/Division is responsible to follow-up on their corrections pending list and to sign off the Construction Permit card issued to the applicant/owner of the project, when items have been completed. The project Building Inspector will monitor the timelines and recontact the applicant/owner to insure that they are met. Check all appropriate boxes.

BUILDING: _____ Date: _____
 Approved Denied No Corrections Corrections pending, see attached notice.

FIRE: : _____ Date: _____
 Approved Denied No Corrections Corrections pending, see attached notice.

PLANNING: _____ Date: _____
 Approved Denied No Corrections Corrections pending, see attached notice.

PUBLIC WORKS: _____ Date: _____
 Approved Denied No Corrections Corrections pending, see attached notice.

Fee Amount Paid: _____ Verified By: _____ Date Paid: _____

Temporary Certificate of Occupancy Approved by _____ Date: _____

Building Official