



Community Development Department – Building Division

CERTIFICATE OF OCCUPANCY CHECKLIST

- **Certificate of Occupancy** - All of the departments checked below must first give their approval as well as final Building Dept. approval for a Certificate of Occupancy. A Certificate of Occupancy is required prior to occupying any building. This includes stocking the building or training personnel.
- **Certificate of Compliance** - All of the departments checked below must first give their approval as well as final Building Dept. approval for a Certificate of Compliance for any shell building. Certificate of Occupancy required prior to occupancy.
- **Final Approval**- All of the departments checked below must first give their approval as well as final Building Dept. approval prior to finalizing this permit. No C of O required.

JOB ADDRESS	Permit Number

IT IS THE RESPONSIBILITY OF THE PERMIT APPLICANT TO CALL THE MARKED DEPARTMENTS FOR A FINAL INSPECTION. It is important to schedule a final inspection as early as possible to allow time to make any necessary corrections for occupancy.

√	CONTACTS FOR FINAL APPROVAL		APPROVAL	
			<i>Initials</i>	<i>Date</i>
	Fire Inspection, Sprinklers, Alarms – Robert Lewis	(707) 746-4271		
	Engineering Division – Danny Urrutia	(707) 746-4374		
	Planning Division (includes landscape)	(707) 746-4230		
	Solid Waste, Trash Enclosure – Marc Bautista	(707) 746-4294		
	Water-Backflow/RPP Device – Rebecca Brooks	(707) 746-4317		
	Solano County Health Department	(707) 746-8600		
	Elevators - State of California	(916) 263-2830		

√	Any of the documents checked below must be given to the inspector prior to the issuance of the Certificate of Occupancy:	Received:
	Subcontractors List	
	Final Report from Special Inspection Agency	
	Report from third-party testing agency (P.I.P.E.) For medical gas piping	

When all departments have initialed approval, return this FINAL APPROVAL CHECKLIST and the signed-off Inspection Log to the CDD Department, 250 East L Street, Benicia CA 94510

I have read and understand what is required prior to occupying a building.

Signature _____
Date