

SAMPLE LETTER

_____, 20____

City of Benicia
250 East L Street
Benicia, CA 94510
Attn: Chief Building Official

Re: (Business Name) _____ (Bldg. Permit No) _____

(Address) _____

I/We request that a Temporary Certificate of Occupancy be issued at the above noted business location to be in effect on _____ and expire at 12:00 noon on _____.
(Effective Date) (Ending Date)

(Note: **Maximum of two weeks from date of inspection**)

We acknowledge that the following lists of items are yet to be completed:

A) Building/Plumbing/Mechanical/Electrical

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

B) Planning/Zoning/Grading

- 1.
- 2.
- 3.
- 4.

(The following must be on the letter.)

Prior to the expiration of the Temporary Certificate of Occupancy, we will schedule inspections to ensure that all issues as stated in the above list are resolved to the full satisfaction of the City of Benicia.

However, if we fail to comply by the expiration date, we will cease all occupancy and vacate the premises until the building/structure is brought under full compliance.

(Signature of Business Owner)
(Print Signature Name)
(Title)
(Business Name)
(Phone No): (Fax No):

(Signature of Construction Company)
(Print Signature Name)
(Title)
(Business Name)
(Phone No): (Fax No):