



CITY OF SIMI VALLEY

BUILDING AND SAFETY DIVISION

CERTIFICATE OF OCCUPANCY APPLICATION PACKET

This application packet contains all the information necessary to apply for your Certificate of Occupancy. All applicants are required to complete the Application for Final Inspection Approval (801 Form), and to obtain all listed Departments' and Agencies' signatures of approval as indicated by the project Building Inspector.

After the required signatures have been obtained, contact the project Building Inspector for final inspection approval. Please provide the inspector the completed 801 Form for verification along with the Inspection Record Card, the approved plans and other supporting documents.

It is the applicant's responsibility to make contact with all listed Departments and Agencies on the application form, to request their approval and signature. If you should have any questions please contact the appropriate Department or Agency.

Building Inspector

Phone#



**CITY OF SIMI VALLEY
BUILDING AND SAFETY DIVISION**

**CERTIFICATE OF OCCUPANCY
PRE-APPLICATION**

I have received a Certificate of Occupancy Application Packet which includes the following items: An Application for Final Inspection Approval (801 Form), and the Business Tax Division's subcontractors list.

I understand that it is my responsibility to complete the application process and is required to be done per the Simi Valley Municipal Code, Title 8, Chapter 10 before occupancy of the building or any portion thereof.

PRINT NAME: _____

JOB ADDRESS: _____

DATE: _____

SIGNATURE: _____

VERIFIED BY: _____



**Application for Final Inspection Approval
801 FORM**

Project Address: _____ Permit No. _____

Developer/Owner/Business _____ Phone: _____

SUP/PD/Tract Number: _____ Building Inspector: _____

Prior to the Building and Safety final inspection approval, you will need to obtain signature approvals from the agencies identified below. After your Building Inspector's final inspection approval, a Certificate of Occupancy will be issued for new buildings and additions or occupancy changes on existing buildings. Single-family dwellings and tenant improvements with no occupancy change do not receive a Certificate of Occupancy; for these projects, the final inspection approval is identified on this 801 Form and the permit Inspection Record Card. The Certificate of Occupancy may take up to ten (10) working days to process and will be sent to the owner of the building as identified on the building permit. **The building is not to be occupied until final inspection approval from Building and Safety is obtained.**

<u>Departments/Agency</u>	<u>Signature of Representative</u>	<u>Date</u>
<input type="checkbox"/> County of Ventura Fire Prevention District - Phone: (805) 389-9744	_____	_____
<input type="checkbox"/> Ventura County Environmental Health (1) Phone: (805) 654-2813	_____	_____
<input type="checkbox"/> Administrative Services Department Business Tax Division (2) – Phone: (805) 583-6736	_____	_____
<input type="checkbox"/> Department of Public Works/Environmental Compliance Div. (3) – Phone: (805) 583-6400	_____	_____
<input type="checkbox"/> Department of Public Works/Inspection Div. (4) Phone: (805) 583-6786	_____	_____
<input type="checkbox"/> Department of Environmental Services Planning Division – Phone: (805) 583-6769	_____	_____
<input type="checkbox"/> Other:	_____	_____

Approved: Building and Safety Division Phone: (805) 583-6723	Building Inspector: _____	Date: _____
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- Please Note:**
- (1) Required for all food preparation distribution and/or processing occupancies, and swimming pools and spas, other than for R3 Occupancy.
 - (2) Submit list of Subcontractors to Business Tax Division, per Simi Valley Municipal Code, Title 3, Chapter 1, Section 3-1.102; and to obtain approval on this form (see attachment). *The review of the subcontractor's list may require up to ten (10) working days to process, please make plans to allow for this processing time.*
 - (3) Not required for single-family residences (R-3 occupancy); required when any alteration is done to City sewer system.
 - (4) Required for new construction site development.

CITY OF SIMI VALLEY

BUSINESS TAX DIVISION - SUBCONTRACTORS LIST

Prior to approval for a Certificate of Occupancy, for any building or project, the permit applicant or owner is required to complete this Form and submit it to the Business Tax Division. Verification that the general contractor and all specialty and sub-contractors (contractors) have met the requirements according to the State of California, Assembly Bill No. 2710 and the Simi Valley Municipal Code, Title 3, Chapter 1, Section 3-1.102.

It is the responsibility of the permit applicant, or owner, to require all contractors contacted, to work within the City to obtain a Business Tax receipt form the Business Tax Division, before the work commences.

As part of the Certificate of Occupancy process the attached Forms shall be completed and shall include any and all contractors that will perform work. The Contractors list shall include, but not be limited to the following types:

General Engineering	General Contracting	Insulation and Acoustical
Boiler	Hot Water Heating	Cabinet and Mill Work
Low Voltage	Concrete	Drywall
Electrical	Elevator Installation	Earthwork and Paving
Fencing	Metal Roofing	Flooring and Floor Covering
Glazing	Heating &A/C	Fire Protection Engineering
Ornamental Metals	Lathing	Building Moving and Demolition
Landscaping	Masonry	Parking & Highway Improvements
Painting & Decoration	Pipeline	Plastering
Plumbing	Refrigeration	Roofing
Sanitation	Sheet Metal	Electric Signs
Solar	Steel, Reinforcing	General Manufactured Housing
Reinforcing	Steel, Structural	Swimming Pools
Welding	Water Conditioning	Well-Drilling (water)
Limited Specialty	Architect	Tile (ceramic & mosaic)
Designer	Consultants	Engineers

The following Forms shall be completed and approved before the application for Certificate of Occupancy will be signed.

PLEASE CIRCLE THE TYPE OF CONSTRUCTION:

RESIDENTIAL

COMMERCIAL

INDUSTRIAL

Job Site Address: _____

Owner: _____

Permit Applicant: _____

Construction will commence on or approximately: _____

Tentative completion date: _____

SPECIALIST AND SUB-CONTRACTORS

Contractors Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Contractor's Lic. No. _____

Type of Business: _____

Simi Valley Business Tax No.: _____

Contractors Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Contractor's Lic. No. _____

Type of Business: _____

Simi Valley Business Tax No.: _____

Contractors Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Contractor's Lic. No. _____

Type of Business: _____

Simi Valley Business Tax No.: _____

Contractors Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Contractor's Lic. No. _____

Type of Business: _____

Simi Valley Business Tax No.: _____

Contractors Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Contractor's Lic. No. _____

Type of Business: _____

Simi Valley Business Tax No.: _____

Contractors Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Contractor's Lic. No. _____

Type of Business: _____

Simi Valley Business Tax No.: _____

If there are additional contractors, please list on a separate piece of paper.