

**COMMUNITY DEVELOPMENT DEPARTMENT**

455 North Rexford Drive

Beverly Hills, CA 90210

Tel. (310) 285-1000

www.beverlyhills.org/inspection

Certificate of Occupancy/ Completion Application & Checklist

Application

A Certificate of Occupancy (C of O) is a document issued by the City's Building Division certifying a building's compliance with applicable building codes and other laws and indicating it to be in a condition suitable for occupancy (BHMC 9-1-112). A new Certificate of Occupancy is required when a new structure is built, or when there is a change of use/occupancy classification. In lieu of a Certificate of Occupancy, when the building shell, including all structural elements, are completed, and all life safety systems are installed and functional, the building inspector may authorize a Certificate of Completion to allow a limited use (but not occupancy) of a commercial building prior to issuance of the Certificate of Occupancy. Applicable fees are charged per the Fee Schedule in effect at the time of certificate issuance.

PROJECT ADDRESS		DATE			
APPLICANT					
ADDRESS					
CITY		STATE		ZIP	
OFFICE PHONE	()	CELL PHONE	()		
E-MAIL					
PROPERTY OWNER (As it should appear on the Certificate)				☐ SAME AS APPLICANT	
ADDRESS (As it should appear on the Certificate)					
CITY		STATE		ZIP	
HOME PHONE	()	CELL PHONE	()		
E-MAIL					
<u>PROJECT & OCCUPANCY INFORMATION</u>					
SCOPE OF WORK					
BUILDING PERMIT#					
PREVIOUS OCCUPANCY					
NEW OCCUPANCY					
APN# (Submit an Excel List for Multi Family & Commercial Properties)					
LOT #					
TRACT #					

APPLICANT'S DECLARATION:

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this City and County to enter upon the above-mentioned property for inspection purposes.

Print Name

Signature of Applicant or Agent

Date

**COMMUNITY DEVELOPMENT DEPARTMENT**

455 North Rexford Drive

Beverly Hills, CA 90210

Tel. (310) 285-1000

www.beverlyhills.org/inspection

Certificate of Occupancy/ Completion Application & Checklist

Checklist (Staff Use)

1. Applicant must pay all outstanding fees, address inspection corrections, schedule final inspections, and send the following files to project inspector & fieldreports@beverlyhills.org.

	Required Documents:	Checklist
1	Clear photos of each structure (each elevation)	☐
2	Field-approved plans (PDF)	☐
3	Floor Elevation & Building Surveys	☐
4	Water Efficient Landscape Certificate of Completion & Certificate of Installation. A Public Works inspection for installation and connection of backflow valve & irrigation meter will be required.	☐
5	Final Tract Map (if applicable)	☐
6	Grant Deed	☐
7	Confirmed unit numbers must be emailed as a separate Excel document to cdpermits@beverlyhills.org (reference permit # and property address in the subject line)	☐

2. Additional fees, inspections, and/or approvals may be required for new developments and large projects (refer to the original conditions of approval for additional requirements).

		Checklist	Approval Date:
1	Community Services (Fine Art Compliance) (310) 285-6830	☐	
2	Development Services (Building Compliance) (310) 285-1000	☐	
3	Fire Department (Fire Prevention Compliance) (310) 281-2700	☐	
4	Major Projects (Development Agreement, Mitigation Measures, and Conditions Compliance) (310) 285-1000	☐	
5	Planning (Planning Commission Compliance) (310) 285-1000	☐	
6	Planning (Architectural Commission Compliance) (310) 285-1000	☐	
7	Public Works (Alley Dedication & Other Encroachment Conditions) (310) 285-1000	☐	

3. Inspector will validate that fees are paid, required documents are on file, and all interdepartmental sign offs are received.
4. Inspector will final all associated permits and projects (update the activity status & inspection module status).
- All permits associated with the project (main structure, accessory structure, site work, etc.) must be finalized.
 - All ancillary & trade permits (WELO, MEPs, FYP, Fire Sprinkler, Fire Alarm, etc.) must be finalized before finaling the building permit.
5. After all steps are completed, the project inspector will authorize the bond refunds & initiate the Certificate of Occupancy approval workflow.

Building Inspector_____
Signature_____
Date