



REQUEST FOR CERTIFICATE OF USE AND OCCUPANCY

Overview: A Certificate of Use and Occupancy (C/O) certifies the building is ready for occupancy. At a minimum, to receive a C/O, the permit must first receive final inspection by the Building Division and Fire District. The C/O will be issued when Building, Fire, Public Works, Planning, and other responsible departments/agencies have completed their C/O inspection and there are no punch list items to correct.

Project Name: _____

Contact Name: _____ **Email Address:** _____

Requested Building Permits: _____
(Attach sheet for additional permits)

Certificate of Use and Occupancy Process:

1. Obtain Final Building Inspection for all building components including special inspection reports. **Note:** Step 2 cannot begin until Step 1 is completed.
2. Email this form to the Permit Technician with the following subject line: "C of O Request for Project (identify the project name)." The Permit Technician will email you a blank Certificate of Occupancy for you to fill out for each building.
3. Email the Permit Technician your completed Certificate of Occupancy(ies).
4. Schedule a C of O Inspection from the following staff:
 - a. **Planning** – William He at whe@american-canyon.gov
 - b. **Public Works Engineering** – Edison Bisnar at ebisnar@american-canyon.gov
 - c. **Fire District** – Call the Inspection Hotline at 650-522-2610 or email fireinspections@csgengr.com
 - d. **Building Inspection** – Schedule on OpenGov or call the Inspection Hotline at **707-551-4619**.
5. Complete any punch list items and schedule a follow up inspection with the appropriate staff to obtain a sign off on the job site permit card. **Please note:** the Building Inspector will not sign the permit card until all other staff have signed off on the project.
6. The process is complete when the Permit Technician emails copies of Building Official-signed C/Os.

I certify that I have read and understand the Certificate of Use and Occupancy Process:

Applicant Signature

Date





Certificate of Occupancy

City of American Canyon

This is to certify that the following described structure has been inspected and found to be in compliance with the various codes and municipal ordinances of the City of American Canyon and the California Building Standards Code regulating building construction and occupancy.

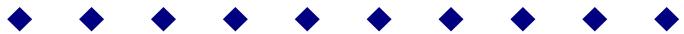
BUILDING ADDRESS: _____ APN: _____

PERMIT NUMBER: _____ OCCUPANCY: _____ USE: _____

DESCRIPTION OF WORK: _____ ZONING: _____

TYPE OF CONSTRUCTION: _____ OCCUPANT LOAD: _____

FIRE SPRINKLERS REQUIRED: YES NO CODE EDITIONS: _____



OWNER NAME AND ADDRESS: _____

OCCUPANT NAME & ADDRESS: _____

CHIEF BUILDING OFFICIAL: _____ DATE: _____