



## 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@americancanyon.gov](mailto:whe@americancanyon.gov)
  - b. **Public Works Engineering** – Edison Bisnar at [ebisnar@americancanyon.gov](mailto:ebisnar@americancanyon.gov)
  - c. **Fire District** – Call the Inspection Hotline at 650-522-2610 or email [fireinspections@csgengr.com](mailto: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: \_\_\_\_\_