



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915

www.newportbeachca.gov | (949) 644-3200

TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION

1. Obtain approval from the Chief Building Official.
2. Pay **\$243.00** processing fee.
3. Obtain Electrical Inspector approval or final inspection. _____
(Insp. Initials)
4. Obtain Fire Department's approval or final inspection. _____
(Insp. Initials)
5. Obtain Structural Inspector approval. _____
(Insp. Initials)

NOTE: If a Temporary Certificate of Occupancy expires and additional time is granted (by the Chief Building Official) an extension fee of \$129.00 will be charged.

TO BE COMPLETED BY APPLICANT		
To: Chief Building Official City of Newport Beach 100 Civic Center Drive, P.O. Box 1768 Newport Beach, CA 92658-8915		
Job Address: _____		
Building Permit Number: _____		
State reason for requesting the Temporary Certificate of Occupancy : _____ _____		
How much time will you need to complete the project: _____		
Who will take responsibility to handle this matter to conclusion and will call for the final inspection? _____		
_____ <i>(Name of Responsible Party)</i>	_____ <i>(Job Title)</i>	_____ <i>(Telephone Number)</i>
_____ <i>(Signature of person who completed this form)</i>	_____ <i>(Date)</i>	