



# 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](http://www.newportbeachca.gov) | (949) 644-3200

### TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION

1. Obtain approval from the Chief Building Official.
2. Pay **\$251.00** 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 \$133.00 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?

\_\_\_\_\_  
(Name of Responsible Party) (Job Title) (Telephone Number)

\_\_\_\_\_  
(Email of person who will pay the invoice for TCO/extension fee)

\_\_\_\_\_  
(Signature of person who completed this form) (Date)