



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 **\$258.00** 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)