



**REQUEST FOR OCCUPANCY
RESIDENTIAL BUILDING PERMITS**

This form is to be used by applicants requesting Occupancy for a new home or homes which are completed. Typically, the Planning Division will look to ensure that conditions of approval have been met; the home(s) is complete; the landscaping is installed; the correct street address is mounted on the face of the home(s); and the fencing is installed, but other items could be applicable. Requests are to be submitted on this form *a minimum of fifteen (15) working days in advance* of the date requested for the issuance of Occupancy Certificate(s).

TO BE COMPLETED BY APPLICANT

Applicant/Developer Name: _____

Name of Subdivision: _____ Location: _____

Lot(s) Requested for Occupancy: _____

Address Requested for Occupancy: _____

Project Owner/Representative: _____

Phone: _____ Email: _____

APPLICANT ACKNOWLEDGEMENT: As owner/representative, I hereby accept the below noted determination regarding the certificate of occupancy for the above noted request.

Owner/Representative

Date

SUBMITTAL OF A MAP SHOWING THE REQUESTED LOT(S).

TO BE COMPLETED BY THE CITY

Department	Signature	Date	Comments/Conditions
Planning			

Determination: Based upon the above response, it has been determined that an Occupancy Certificate(s):

- Will not* be issued for the noted address.
- Will be* issued based upon the approvals/conditions set forth by above. The Building Division will complete a review and include all conditions for the Occupancy Certificate(s).

Authorizing Signature:

Community Development Director

Date