## TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION

1. Obtain approval from the Chief Building Official.
2. Pay $227.00 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 $120.00 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)

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