CITY OF ONTARIO

ENGINEERING DEPARTMENT
Instructions for Occupancy Release Request

A complete Occupancy Release Request **MUST** include:
- o Occupancy Release Request Form (Page 2)
- o Occupancy Release Checklist (Page 3)
- o Project Phasing Exhibit (sample provided on Page 4)

Please allow a minimum of six (6) business days to process the Occupancy Release Request. Incomplete Occupancy Release Requests will **NOT** be processed and may require an **additional seven (7) business days** for processing.

INSTRUCTIONS
1. Enter/Select the email addresses of the assigned City Project Engineer and City Engineering Inspector in the table below.
   a. If unknown, contact the Engineering Front Counter at ENGCounter@ontarioca.gov or (909) 395-2025.
2. Complete the Occupancy Release Request Form (Page 2).
   a. Insert additional lines to the table, as needed.
   b. Lot numbers listed in the table **MUST** be shown on the Project Phasing Exhibit. Failure to include lot numbers on the Project Phasing Exhibit will result in a delay in the occupancy release process.
3. Complete the Occupancy Release Checklist (Page 3).
   a. Coordinate with each department on the checklist and confirm the checklist item has been completed.
   b. Once the checklist item has been completed, check the "Completed" box.
   c. The Occupancy Release Request will **NOT** be processed until **ALL** checklist items are completed.
4. Prepare a Project Phasing Exhibit (sample provided on Page 4). The exhibit **MUST** include:
   a. All phases of the project, including phases that are not requesting occupancy release.
   b. Label and highlight the phase numbers, lot numbers, and street names that require occupancy release in **RED**.
   c. Outline in **BOLD RED** the lots that require occupancy release.
5. Email the complete Occupancy Release Request to **ALL** departments in the table below.
   a. Include the Tract Number and Phase Number in the subject line of the email. Failure to include this information will result in a delay in the occupancy release process.

Department	Email Address
City Project Engineer (PM)*	
City Engineering Inspector*	
Community Facility District (CFD)	CFD@ontarioca.gov
Development Administration (DIF)	DIF@ontarioca.gov
Ontario Municipal Utilities Company (OMUC) Operations	UtilityReleases@ontarioca.gov
OMUC Water Quality	OMUCWaterQuality@ontarioca.gov
Utility Customer Service Center (UCSC) Water Meter	UCSCWaterMeters@ontarioca.gov
Broadband**	OntarioNet@ontarioca.gov
Environmental**	ENGStormwater@ontarioca.gov

* Enter/Select the correct email address.
** Approval is not required. An email must be delivered for their records only.

6. Departments with any issues with the occupancy release will provide their comments on the checklist under the "Comment" column and return via email.
   a. Coordinate with the department **DIRECTLY** to address all issues.
7. Once all issues have been addressed, the department will notify the developer and the City PM via email.
8. When all departments have approved the Occupancy Release Request and notified the City PM, the City PM will approve the Occupancy Release Request.

NOTE: Don't contact departments regarding the approval statuses of other departments. These correspondences will be disregarded.

OCCUPANCY RELEASE REQUEST FORM

Project/Map Number: _____   Specific Plan, if any: _____

Encroachment Permit Number: _____   Planning Area, if any: _____

General Location: _____

City Project Engineer: _____   City Engineering Inspector: _____

Phone Number: _____   Phone Number: _____

Developer: _____

Developer's Project Manager: _____

Phone Number: _____

Email: _____

Contractor: _____

Construction Site Supervisor: _____

Phone Number: _____

Email: _____

Total Certificate of Occupancy (C of O) Issued to Date:	Total C of O Permitted by Development Agreement (DA):	Total Building Permits Issued to Date:	Total Building Permits Permitted by DA:
_____ /	_____	_____ /	_____

No.	Lot No.	Bldg No.	Unit No.	Phase No.	Building Permit No.	Address
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Insert additional lines to the table above, as needed.

OCCUPANCY RELEASE CHECKLIST

By checking the "Completed" box, the developer acknowledges the completion of the Checklist item.

|	No.	Items to be completed/provided to the City prior to requesting occupancy release	Completed	Comment (City to complete)
Broadband	1	Pull rope placed from house through flowerpot to hand-hole in ROW, applicable only to new tract communities	☐	
Development Impact Fees	2	Pay all Development Impact Fees (DIF)	☐	
Inspector	5	All punch list items complete	☐	
Engineering	6	Pay all permit and inspection fees	☐	
	7	Complete applicable Development Agreement requirements, if applicable	☐	
	8	Complete applicable Conditions of Approval requirements	☐	
OMUC Operations	9	All offsite water and sewer connections operational, if applicable	☐	
	10	Water and sewer facilities installed according to City standards	☐	
OMUC Water Quality	11	Recycled/Potable water to irrigation and domestic systems on	☐	
	12	Pass backflow device test (commercial, industrial, multi-family, potable irrigation, and fire services)	☐	
	13	Cross Connection Test to be completed		
	14	Parkway and front yard landscape complete	☐	
	15	Mow curb or physical separation completed for recycled water use, if applicable	☐	
UCSC	16	Customer account created and water meter installed	☐	

I understand the Occupancy Release Request with missing or incomplete items will be deemed incomplete and will not be processed. In addition, a hold of up to seven (7) days may be placed on the Occupancy Release Request from being resubmitted.

Occupancy Release Submitted By: _____

Title: _____

Company: _____

Signature: _____   Date: _____

SAMPLE PROJECT PHASING EXHIBIT
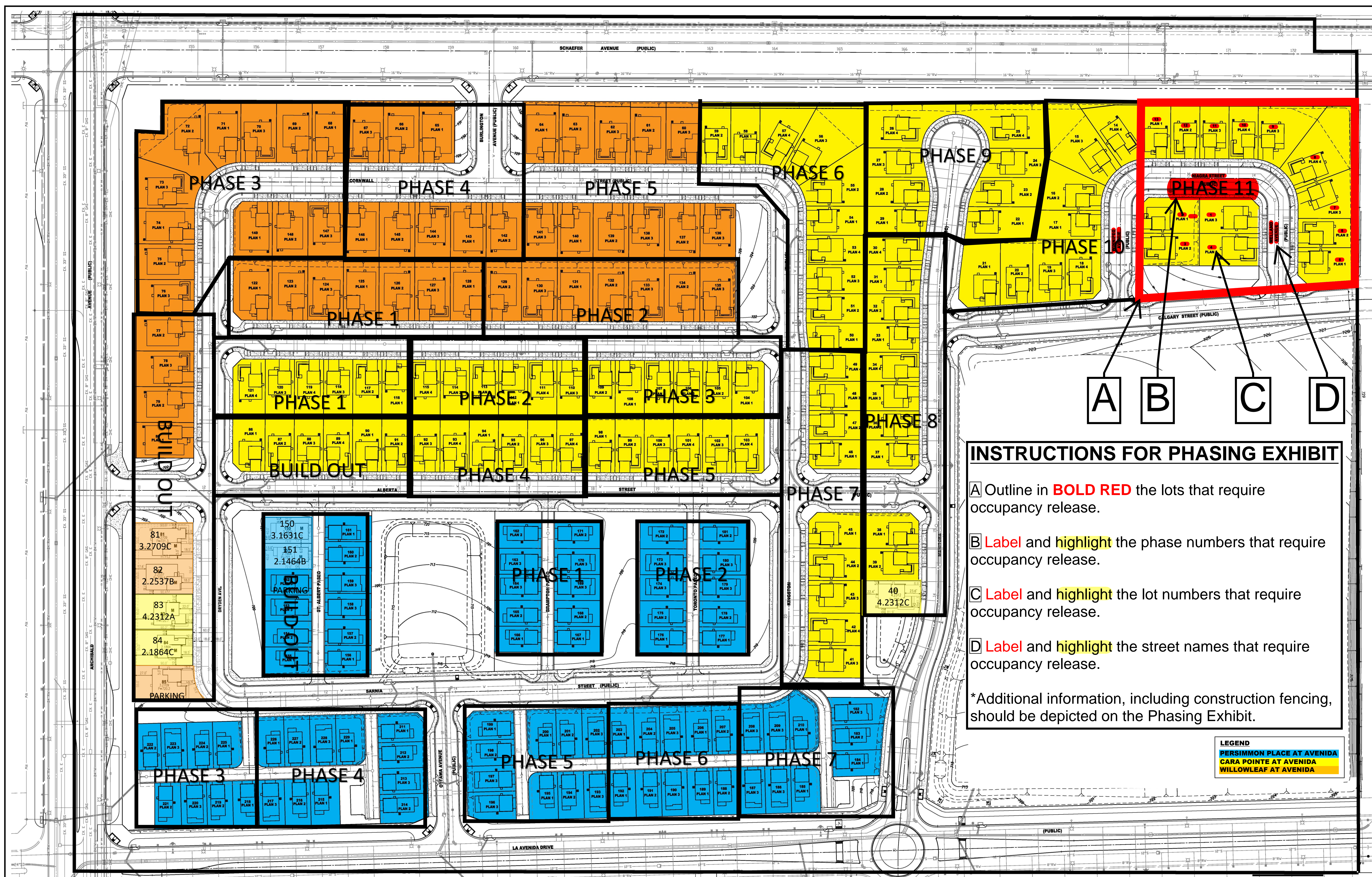
INSTRUCTIONS FOR PHASING EXHIBIT

A Outline in **BOLD RED** the lots that require occupancy release.

B Label and highlight the phase numbers that require occupancy release.

C Label and highlight the lot numbers that require occupancy release.

D Label and highlight the street names that require occupancy release.

*Additional information, including construction fencing, should be depicted on the Phasing Exhibit.

LEGEND
PERSIMMON PLACE AT AVENIDA
CARA POINTE AT AVENIDA
WILLOWLEAF AT AVENIDA

A B C D

PHASE 1, PHASE 2, PHASE 3, PHASE 4, PHASE 5, PHASE 6, PHASE 7, PHASE 8, PHASE 9, PHASE 10, PHASE 11

BUILD OUT