

OCCUPANCY RELEASE REQUEST FORM

General Location:

Developer:

Specific Plan (if any): Planning Area (if any):

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Instructions:

Project/Map No.:

Related File(s):

Contractor:

- Complete this Occupancy Release Request Form and Checklist. Add extra lines to the table below if needed. This request will not be processed until all required items on the checklist are completed.
- Email the completed Occupancy Release Request Form and Checklist to the Project Planner.
- Inspections shall be scheduled a minimum of 2 weeks prior to requested date.
- If you have any questions or comments, please reach out to your Project Planner or call the main Planning line at 909.395.2036.

Site Supervisor:	Project Manager:						
Phone No.:		Phone No.:					
Email:		Email: Inspection Date:					
City Project Planner:							
Phone No.:		Notes:					
Email:				_			
Tract No.	Lot No.	Building Permit No.	Address	Plan Type			

OCCUPANCY RELEASE CHECKLIST

Last Revised: 2/9/2023

No.	Items to be completed/provided to the City prior to requesting occupancy release	Completed	Comment (City to complete)
1	Sequence sheet or schedule of production/SOP, including addresses, lots, elevation details, and plan check numbers, has been provided to the Planning Inspector and is legible.		
2	All roofing is complete, including treatment of all crickets, gutters, z-bars, flashing, and downspouts.		
3	All veneer has been installed. "Veneer" includes, but is not limited to, brick, stone, shutters, tile, pot shelves, wrought iron, finials, and/or any other decorative elements as required by the design of the unit.		
4	All windows have the correct grids/mullion patterns and are intact.		
5	Garage doors have been installed.		
6	Porch light(s) has/have been installed.		
7	All holes/damages to stucco have been patched and repaired, including any holes for securing scaffolding.		
8	Unit bases (below weep screeds) are treated with stucco or veneer and exposed footings have been adequately screened with back-filled soil. Back-filling with only mulch is unacceptable.		
9	Smooth trowel is provided where required.		
10	Painting is complete, including treatment of all fogging and touch-ups on trim details.		
11	Walls and fences are constructed to plan, with decorative cap treatment. All interior walls and fences shall be obscured from public view.		
12	Tile is installed flush-mounted with the stucco, unless otherwise detailed on plans.		
13	The applicant shall demonstrate compliance with the approved plan or have a revised as-built plan filed with the City for approval.		
Additio	onal Notes:		

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 7 days may be placed on this request from being resubmitted.

Submitted by:		
Title:		
Company:		
Signature:	Date:	

ARCHITECT CERTIFICATE OF COMPLIANCE

Last Revised: 2/9/2023

The undersigned Architect certifies that construction of each building site and the exterior elevations of each structure has been completed in compliance with the approved plans. Any deviation to approved plans shall require a resubmittal to the Planning Department for review and approval prior to construction.

After the receipt of this Certification, the Planning Department will conduct a final site and exterior elevations inspection. The Owner's Representative and Contractor shall be present.

Architect:	License No.:
Company:	
Address:	
Signature:	Date: