



COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive
Beverly Hills, CA 90210
Tel. (310) 285-1141

www.beverlyhills.org/inspection

Certificate of Occupancy/ Completion
Application & Checklist

Application

A Certificate of Occupancy (C of O) is a document issued by the City's Building Division certifying a building's compliance with applicable building codes and other laws and indicating it to be in a condition suitable for occupancy (BHMC 9-1-112). A new Certificate of Occupancy is required when a new structure is built, or when there is a change of use/occupancy classification. In lieu of a Certificate of Occupancy, when the building shell, including all structural elements, are completed, and all life safety systems are installed and functional, the building inspector may authorize a Certificate of Completion to allow a limited use (but not occupancy) of a commercial building prior to issuance of the Certificate of Occupancy. Applicable fees are charged per the Fee Schedule in effect at the time of certificate issuance.

Form with fields for PROJECT ADDRESS, APPLICANT, ADDRESS, CITY, STATE, ZIP, OFFICE PHONE, CELL PHONE, E-MAIL, PROPERTY OWNER, ADDRESS, CITY, STATE, ZIP, HOME PHONE, CELL PHONE, E-MAIL, PROJECT & OCCUPANCY INFORMATION, SCOPE OF WORK, BUILDING PERMIT#, PREVIOUS OCCUPANCY, NEW OCCUPANCY, APN#, LOT #, TRACT #.

APPLICANT'S DECLARATION:

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this City and County to enter upon the above-mentioned property for inspection purposes.

Print Name Signature of Applicant or Agent Date



COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive
 Beverly Hills, CA 90210
 Tel. (310) 285-1141

www.beverlyhills.org/inspection

Certificate of Occupancy/ Completion Application & Checklist

Checklist (Staff Use)

1. Applicant must pay all outstanding fees, address inspection corrections, schedule final inspections, and send the following files to project inspector & fieldreports@beverlyhills.org.

	Required Documents:	Checklist
1	Clear photos of each structure (each elevation)	<input type="checkbox"/>
2	Field-approved plans (PDF)	<input type="checkbox"/>
3	Floor Elevation & Building Surveys	<input type="checkbox"/>
4	Water Efficient Landscape Certificate of Completion & Certificate of Installation	<input type="checkbox"/>
5	Final Tract Map (if applicable)	<input type="checkbox"/>
6	Grant Deed	<input type="checkbox"/>
7	Confirmed unit numbers must be emailed as a separate Excel document to cdpermits@beverlyhills.org (reference permit # and property address in the subject line)	<input type="checkbox"/>

2. Additional fees, inspections, and/or approvals may be required for new developments and large projects (refer to the original conditions of approval for additional requirements).

		Checklist	Approval Date:
1	Community Services (Fine Art Compliance) (310) 285-6830	<input type="checkbox"/>	
2	Development Services (Building Compliance) (310) 285-1141	<input type="checkbox"/>	
3	Fire Department (Fire Prevention Compliance) (310) 281-2700	<input type="checkbox"/>	
4	Major Projects (Development Agreement, Mitigation Measures, and Conditions Compliance) (310) 285-1141	<input type="checkbox"/>	
5	Planning (Planning Commission Compliance) (310) 285-1141	<input type="checkbox"/>	
6	Planning (Architectural Commission Compliance) (310) 285-1141	<input type="checkbox"/>	
7	Public Works (Alley Dedication & Other Encroachment Conditions) (310) 285-2467	<input type="checkbox"/>	

3. Inspector will validate that fees are paid, required documents are on file, and all interdepartmental sign offs are received.
4. Inspector will final all associated permits and projects (update the activity status & inspection module status).
- o All permits associated with the project (main structure, accessory structure, site work, etc.) must be finalized.
 - o All ancillary & trade permits (WELO, MEPs, FYP, Fire Sprinkler, Fire Alarm, etc.) must be finalized before finaling the building permit.
5. After all steps are completed, the project inspector will authorize the bond refunds & initiate the Certificate of Occupancy approval workflow.

 Building Inspector

 Signature

 Date