



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2780 Fax (909) 364-2795
 www.chinohills.org

30-DAY TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION

Allow businesses to open for training, stocking, or release of utilities prior to the building final.
 Once the building permit is finalized, a permanent certificate of occupancy will be issued.

APPLICANT/BUSINESS INFORMATION:

Name: _____ Phone Number: _____

Project Address: _____

Project Name: _____ Permit Number: _____

REQUIREMENTS:

Written approval from the following departments (if applicable):

Department	Approved By	Date	Comments
<input type="checkbox"/> Building (909) 364-2780			
<input type="checkbox"/> Engineering (909) 364-2770			
<input type="checkbox"/> Environmental Health (909) 884-4056			
<input type="checkbox"/> Chino Valley Ind. Fire (909) 902-5280			
<input type="checkbox"/> Planning/Landscape (909) 364-2740			

I hereby certify that all outstanding requirements of the project will be done prior to the expiration of this 30-Day Temporary Certificate of Occupancy. If the requirements to obtain the permanent Certificate of Occupancy are not met within 30 days, an additional 30-Day Temporary Certificate of Occupancy must be obtained along with additional fees. If a 30-Day Temporary Certificate of Occupancy is allowed to expire without obtaining a new Temporary Certificate of Occupancy, the permission to operate may be revoked and this project will be referred to Code Enforcement and/or the City Attorney for action. This 30-Day Temporary Certificate of Occupancy will expire 30 calendar days from the approval date below.

 Applicant's Signature

 Date

 Authorized City Staff

 Approval Date

For City Use Only:

 TCO #

 TCO Exp. Date

 TDA #

 Received By