



DEVELOPMENT SERVICES
DEPARTMENT

City of Redlands

Incorporated 1888
35 Cajon St., Ste. 20
Redlands, CA 92373

BRIAN DESATNIK
Development Services Director

Residential

Tenant Improvement

New Commercial

DIRECTIONS:

After all final inspections have been completed by all involved agencies/departments you must obtain authorized signatures from all the involved agencies/departments on this form. When the form is completed, return it with the entire final package to the Building and Safety Department for release of utility meters and issuance of Certificate of Occupancy. All signatures on the forms in this package must be original signatures (copies will not be accepted). Please make sure to fill-out the sub contractor's approval list that starts on page 3.

Project Name/Business Name:	Building Permit#:
Site Address:	Bldg./Unit #:
Owner Name:	Parcel/Lot #:

Required Approvals

Gas Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Phone	Date	Approval Signature
1. Fire Prevention			(909) 798-7600		
2. Planning Department			(909) 798-7555		
a. Landscape Inspection			(909) 798-7555		
4. Municipal Utilities & Engineering			(909) 798-7585 ext. 4		
a. Water					
b. Sewer/Wastewater					
c. N.P.D.E.S.					
d. Flood plain Management					
e. Customer Service			(909) 798-7585 ext. 4		
5. Business License (Complete Sub-Contractor's Approval List - See Page 3).			(909) 798-7557		
6. Facilities & Community Svc.			(909) 798-7551 ext. 7		
7. Health Department (if applicable)			(909) 884-4056		
8. Building & Safety			(909) 798-7536		



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Release of Certificate of Occupancy

To receive a certificate of occupancy after the final inspection has been performed by the Building and Fire Departments the following clearances and Information must be provided.

- Step 1:** Obtain **Fire Department** approval signature, call (909) 798-7600.
- Step 2:** Obtain **Planning Department** approval signature, contact phone number: (909) 798-7555.
- Step 3:** Obtain **Municipal Utilities & Engineering Department (MUED)** approval signature, contact phone number: (909) 798-7585 Ext. 4
- Step 4:** Provide list of Sub-contractor involved with the project and obtain **Business license verification** (see attached list), contact phone number: (909) 798-7557
- Step 5:** Obtain **Facilities & Community Services** approval signature, contact phone number (909) 798-7551 Ext 7.
- Step 6:** Obtain **Health Department** call (909) 884-4056 is required if food products are proposed or sold.
- Step 7:** **The Building Inspector** signature of approval at final inspection; Schedule online at <https://www.cityofredlands.org/building-safety>

Once all the appropriate signatures are received the Building Department staff will verify that there are no outstanding fees due and will release utilities and send the original Certificate of Occupancy to the tenant and copies mailed to the property owner.

(Please Print)

Jobsite Address:
Property Owner:
Primary Contractor:
Contractor's Address:
Phone Number:



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To: Owner/Builder or Contractor:

All contractors, sub-contractors and builders, whether building for their own occupancy or not, shall file with the Business License Division a full, true and complete list of all sub-contractors, services or individuals for which a licensee is required under the provisions of RMC 5.04.090.

Final inspections on any building, structure, or project shall not be given by the Building Division until all contractors, sub-contractors, services and individuals performing any work on such building, structure or project are duly licensed.

The following list is provided merely as a guideline; we realize that all of the categories may not apply to every job.

My signature hereon acknowledges that I have read the foregoing, and further that the list provided is true and complete.

Signature of Owner/Builder or Contractor:	Date:
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Note: It is not necessary to supply the names of individuals on your payroll for whom withholding taxes, workmen's compensation and social security taxes are deducted.

The Certificate of insurance is submitted to the Building Division.

Sub-contractor or Service list

	Name/ Address	State License No. and Classification	City License No.
Acoustic Treatment			
Asphalt paving			
Back Hoe			
Building Supply Delivery			
Cabinets			
Rough Carpentry			
Finish Carpentry			
Carpeting			
Cleaning			
Construction Clean-up			
Concrete Foundation			

Concrete Decking			
Demolition			
Drywall			
Electrical			
Excavation			
Fencing			
Flooring			
Garage Doors			
Glazing			
Grading			
Gunite			
Heating/Air			
Insulation			
Landscaping			
Lathing			
Lawn Sprinklers			
Luminous Ceiling			
Masonry			
Painting			
Parking Lot Striping			
Plastering			
Plumbing			
Roofing			
Sand Blasting			
Sanitary Facility			
Sewer			
Sheet Metal			
Shower doors			
Steel			
Tile			
Wallpaper			
Weather Stripping			
Welding			
Other			