



APPLICATION FOR CERTIFICATE OF OCCUPANCY

Prior to the submittal of this form, applicant must receive all division/agency finals (must present copy of job card). Please present this form to the East Palo Alto Building Services Division office during counter hours along with payment of \$425 (check). Certificates of Occupancy will not be issued over the counter, please allow 3-5 business days for processing.

Required Information

Project Address: _____

Parcel Number: _____ Permit Number: _____

Owner Name: _____

Owner Address: _____

Owner Email: _____ Owner Phone Number: _____

Contractor Name: _____

Contractor Address: _____

Contractor Email: _____ Contractor Phone Number: _____

Construction Type: _____ Occupancy Type: _____

Complete Building or Portion: _____ Fire Sprinklers Present: _____

Number of Stories: _____ City Business License Number: _____

Office Staff Use

Contact Person:

Name: _____

Phone Number: _____

Email: _____

Special Stipulations or Conditions:

Received By: _____ Date: _____

Received Stamp