



# CITY of NORCO

BUILDING and SAFETY DEPARTMENT  
 2870 CLARK AVENUE λ (951) 735-3900 λ FAX (951) 270-5640 λ NORCO CA 92860

## Certificate of Occupancy Inspection Requirements

Below is a matrix depicting the various departments/divisions required to perform a Certificate of Occupancy (C of O) inspection or “final” inspection. Each department or division must be notified individually to perform an inspection and subsequently process the C of O routing form. It is recommended you contact the appropriate department(s) **prior** to requesting a Building and Safety final inspection to resolve any outstanding issues. After all required departments have approved the C of O or final inspection, the certificate (if appropriate) will be processed by Building and Safety and a Certificate of Occupancy will be issued to the owner.

	<b>Building 951-270-5600</b>	<b>Planning 951-270-5661/ Project Planner</b>	<b>Fire 951-737-8097</b>	<b>Public Works 951-270-5627</b>
<b>Residential Tracts</b> Models and Sales Office	X	X		X
Sales Trailer	X			X <sup>3</sup>
<b>Residential Tracts</b> Convert Sales Office to Garage	X		X	X
<b>Residential Tracts</b> Production Homes	X	X	X	X
<b>Residential</b> Multi-Family	X	X	X	X
<b>Residential</b> Custom and In-Fill Homes	X	X	X	X
<b>Commercial</b>	X	X	X	X
<b>Industrial</b>	X	X	X	X
<b>Tenant Improvements</b>	X	X <sup>1</sup>	X	X <sup>3</sup>
<b>Change of Occupancy</b>	X	X <sup>2</sup>	X	X <sup>3</sup>
<b>Miscellaneous</b> Cell Site, etc.	X			X <sup>4</sup>

Notes:

- 1 – Required for “take out” style food establishments only
- 2 – If approval of project included a Site Plan review
- 3 – If water and/or sewer appurtenances
- 4 – If encroachment permit is required