



CERTIFICATE OF OCCUPANCY CHECKLIST


 City of Redding
 777 Cypress Avenue
 Redding CA 96001
 Tel.: (530) 225-4013
 FAX: (530) 225-4360
 www.ci.redding.ca.us

A Certificate of Occupancy is required prior to occupying any building. This includes stocking the building or training personnel.

To obtain occupancy, all of the departments checked below must first give their approval. Place this sheet with the building permit card.

JOB ADDRESS	Plan Check Number

IT IS THE RESPONSIBILITY OF THE PERMIT APPLICANT TO CALL THE MARKED DEPARTMENTS FOR A FINAL INSPECTION. It is important to schedule a final inspection as early as possible to allow time to make any necessary corrections for occupancy.

√	CONTACTS FOR FINAL APPROVAL	APPROVAL	
		Initials	Date
	Fire Department/Sprinklers - Jim Wright (530) 225-4099		
	Fire Alarms - Mike Adams (530) 225-4358		
	Engineering Division - Josh Watkins (530) 225-4181		
	Planning Division - Phil Carr (530) 225-4338		
	Landscaping - Phil Carr (530) 225-4338		
	Solid Waste, Trash Enclosure - Nathan Cannon (530) 224-6206/6201		
	Water-Backflow/RPP Device - Ralph Ryan (530) 224-6031		
	Industrial Waste - Marcia Ames (530) 224-6049/6068		
	Shasta County Health Department (530) 225-5787		
	Elevators - State of California (916) 263-2830		

√	Any of the documents checked below must be given to the inspector prior to the issuance of the Certificate of Occupancy:	Received
	Subcontractors List	
	Final Report from Special Inspection Agency	
	Report from third-party testing agency (P.I.P.E.) For medical gas piping	

When all departments have initialed approval, return this Certificate of Occupancy Checklist and the signed-off Inspection Log to the Permit Center, 777 Cypress Avenue, Redding CA 96001

I have read and understand what is required prior to occupying a building.

Signature
Date