



DEVELOPMENT SERVICES
DEPARTMENT

City of Redlands

Incorporated 1888
35 Cajon St., Ste. 20/P.O. Box 3005
Redlands, CA 92373
mberg@cityofredlands.org

OSCAR ORCI
Development Services Director

ROBERT D. DALQUEST, AICP
Assistant Development Services Director

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 Division for release of utility meters and issuance of Certificate of Occupancy. All signatures on the forms in this package must be original signatures (copies or faxes will not be accepted).

Project Information

Project Name:	Building Permit #:
Address:	Bldg./Unit #:
Tract:	Parcel/Lot #:

Required Approvals

Model Home? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone	Date	Approval Signature
1. Municipal Utilities & Engineering Department (MUED)	(951) 798-7398		
a. Water			
b. Sewer/Wastewater			
c. N.P.D.E.S.			
2. Fire Prevention	(909) 798-7600		
3. Business License (Completed Sub-Contractor's Approval List- See Page 3)	(909) 798-7557		
4. Planning Department (Architectural Approval)	(909) 798-7555		
4. Planning Department (Landscaping)	(909) 798-7555		
5. Quality of Life (Recycling)	(909) 798-7551		
6. Building Inspector	(909) 798-7536		
7. Building & Safety (Final Release of Utilities)	(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:** Municipal Utilities & Engineering Department (MUED) signature approval call **(909) 798-7698.**
- Step 2:** Fire Department signature approval call **(909) 798-7600.**
- Step 3:** Business license verification (see attached list) for all trades involved with project contact (909) 798-7557
- Step 4:** Planning Department signature approval for all landscaping and architectural contact **(909) 798-7555.**
- Step 5:** Quality of Life Department contact **(909) 798-7551.**
- Step 6:** The Building Inspector signature of approval at final inspection **(909) 798-7536.**
- Step 7:** Complete CF-2R (Certificate of Installation) and CF-3R (Certificate of Verification) for either Fenestration, Envelope, Heating/Cooling Equipment and/or Water Heater Systems.

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 Class	City License No.
Acoustic Treatment			
Asphalt paving			
Back Hoe			
Building Supply Delivery			
Cabinets			
Carpentry-Finish			
Carpentry-Rough			
Carpeting			
Cleaning			
Construction clean-up			
Concrete Foundation			
Concrete Decking			
Demolition			
Drywall			



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	Name / Address	State License No. and Class	City License No.
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			