



City of Rancho Cucamonga

**BUILDING AND SAFETY SERVICES DEPARTMENT**

10500 Civic Center Drive • Rancho Cucamonga, CA 91730  
Tel: (909) 477-2710 • Fax: (909) 477-2711 • www.CityofRC.us

## REQUEST FOR CERTIFICATE OF OCCUPANCY

Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_

PERMIT NUMBER IF KNOWN: \_\_\_\_\_

**Current Owner** of the building:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/state, zip \_\_\_\_\_

Phone no. \_\_\_\_\_

**INSPECTOR'S USE ONLY**

Occupancy group: \_\_\_\_\_

Construction type: \_\_\_\_\_

Occupant load: \_\_\_\_\_

If a copy of the certificate is required for the *contractor*, please provide the following information:

Name of company \_\_\_\_\_

Address \_\_\_\_\_ Fax number \_\_\_\_\_

City/state, zip \_\_\_\_\_

***Please fax this form to the Building and Safety Department at 909/477-2711. Or, it may be turned in at the Building and Safety counter.***

\*\*\*\*\*PLEASE ALLOW TWO (2) WORKING DAYS FOR PROCESSING. UNLESS OTHERWISE REQUESTED, A COPY OF THE CERTIFICATE WILL BE MAILED TO THE CURRENT OWNER OF THE BUILDING AND THE ORIGINAL WILL BE SENT TO THE TENANT (IF APPLICABLE) FOR DISPLAY.

***Questions regarding the certificate of occupancy can be directed to:  
909/477-2710, extension 4229.***