



ROUTING INFORMATION

CERTIFICATE OF OCCUPANCY

Routing will be initiated by the applicant. The request for inspection for the release of Certificate of Occupancy is sent to each Department/Division. After all Departments/Divisions have approved/released the project for occupancy, the Building and Safety Division will notify the appropriate Utility companies and issue a Certificate of Occupancy as applicable. **It is the responsibility of the Contractor/Applicant to contact the Department/Divisions to schedule the required inspections.**

NOTE: Certificate of Occupancy's are not issued for Group R-3 & U Occupancies: Single Family Dwellings, Duplexes and/or Private Residential Garages, etc. Occupancy for these types of structures is approved/released when the Building Inspector signs off Inspection Type 899 – Permit Final

DEPARTMENT/DIVISION	CONTACT	TELEPHONE
BUILDING & SAFETY ¹	INSPECTOR OF RECORD	(909) 350-7640
ENGINEERING / PUBLIC WORKS ²	SERVANDO HERNANDEZ	(909) 350-6635
ENGINEERING / LAND DEVELOPMENT ³	PROJECT ENGINEER	(909) 350-7610
ENVIRONMENTAL ³ (pretreatment)	SAL ROMERO	(909) 428-8809
FONTANA FIRE PREVENTION	DELFINA RANGEL	(909) 428-8897
PLANNING (INFILL, SFD, MF)	RENA SWEENEY	(909) 350-6524
LANDSCAPE (COMM/INDIST, CFD'S, PARKS)	LUIS VILLALOBOS	(909) 350-6776

NOTES:

1. Building & Safety is responsible for *On-Site* Inspections
2. Engineering/ Public Works is responsible for *Off-Site* Inspections
3. Single Family Residential projects do not require a field inspection