



Scott A. Mann
Mayor

John V. Denver
Mayor Pro Tem

Greg August
Councilmember

Matthew Liesemeyer
Councilmember

November 20, 2014

Re: Business License / Certificate of Occupancy

Below is an Explanation for the Required Certificate of Occupancy:

The City of Menifee is required under the California Building Code to Issue a Certificate of Occupancy to the New Tenant of any Commercial Space/Building/Buildings. A Fee of \$156.07 is charged: \$129.07 for the Inspection, \$27.00 Permit Issuance Fee.

The Inspection verifies: Address, Accessible Parking, Occupancy Classification, ADA Requirements within the Space (Counter Access, Reach Requirements, Restroom Access, etc.), and Fire Extinguisher Validation Date. The Requirements can be located in Section 111 of the 2013 California Building Code. Certificates of Occupancy are NOT transferable, each company/individual is unique, thus requiring an Inspection.

Once this Inspection is completed, a Certificate of Occupancy is issued to the Tenant. The responsibility of obtaining a Certificate of Occupancy is the Responsibility of the Tenant unless otherwise agreed upon by the Property Owner.

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