

**SECTION I – APPLICANT INFORMATION**

ADDRESS:	
ACCESSORS PARCEL NUMBER:	LOT NUMBER:
OWNER NAME:	PHONE:
ADDRESS:	
APPLICANT NAME:	PHONE:
ADDRESS:	
DESCRIBE EXACT USE OF ALL PORTIONS OF EACH BUILDING AND LOT:	

**SECTION 2 – BOND**

1. The applicant for a Temporary Certificate of Occupancy must post a cash bond or Cashier’s check made payable to the City of Menifee in addition to the required \$148.37 inspection fee and \$27 processing fee. The amount of the bond shall not be less than \$10,000 or the estimated costs, as approved by the Building Official, for the completion of the remaining items for the Applicant to obtain a permanent Certificate of Occupancy, whichever is higher. The complete list, along with the cost estimates of the remaining items to be completed for the Project is attached to this Application as Exhibit A.
2. In the event that all remaining items to be completed for the Project are not completed in compliance with the plans as submitted by the Applicant by \_\_\_\_\_, the Applicant will forfeit the deposited bond.
3. Applicant acknowledges that if a balance is due at the completion of this project, the amount owed will be taken from the deposit and applied toward the balance.





**SECTION 3 – ITEMS TO BE COMPLETED**

1. Attached to this Application as Exhibit A is a complete list of the items, which must be completed in order for the Applicant to receive a permanent Certificate of Occupancy. Exhibit A shall also include the total cost estimate to complete all of the remaining items.
2. Applicant agrees to complete all of the remaining items on Exhibit A on or before \_\_\_\_\_ . If the remaining items are not completed and approved by the City Building Official by \_\_\_\_\_ the Applicant will forfeit the deposited bond.

**SECTION 4 – APPLICANT DUTIES**

1. Applicant agrees to ensure that the Temporary Certificate of Occupancy shall be posted in all businesses, which will operate subject to the City’s issuance of Temporary Certificate of Occupancy.
2. Upon completion of the items on Exhibit A in the time period required, Applicant must reapply for a permanent Certificate of Occupancy and pay an additional \$148.37 inspection fee and \$27 processing fee.

I, \_\_\_\_\_, hereby agree to comply with the above-described terms in this Application for  
APPLICANT PRINT

Temporary Certificate of Occupancy.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**CITY STAFF USE ONLY (PLEASE SIGN & DATE IF APPROVED)**

PLANNING \_\_\_\_\_ DATE \_\_\_\_\_ FIRE \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING \_\_\_\_\_ DATE \_\_\_\_\_ EMWD \_\_\_\_\_ DATE \_\_\_\_\_

ENGINEERING \_\_\_\_\_ DATE \_\_\_\_\_

**ENGINEERING INSPECTION (INCLUDE VERIFICATION OF BMP’s BUILT PER PLANS/WQMP)**

REF WQ/SW # \_\_\_\_\_ APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_





## REFUND INFORMATION

### **PROJECT INFORMATION**

PROJECT NAME: \_\_\_\_\_

PERMIT NUMBER(S): \_\_\_\_\_

### **REFUND IS TO BE MAILED TO:**

BUSINESS NAME: \_\_\_\_\_

ATTN / CARE OF (IF APPLICABLE): \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

### **CONTACT INFORMATION**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

This document does not guarantee a refund, in part or full, will be processed. Refunds will be issued at the Building Official's discretion and only when approved and signed off by all appropriate parties.

\_\_\_\_\_  
REQUESTOR (SIGNATURE)

\_\_\_\_\_  
DATE

### **OFFICE USE ONLY**

REFUND PROCESSED BY: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_

