

# REQUEST FOR COMMERCIAL OCCUPANCY



## CITY OF MENIFEE BUILDING & SAFETY DEPARTMENT

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 TO BUILDING & SAFETY DEPARTMENT. ALL SIGNATURES MUST BE ORIGINAL SIGNATURES WITH EXCEPTION OF EMWD.

Permit Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

APN: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_

New Commercial: YES ( ) NO ( )      Shell: YES ( ) NO ( )  
 Addition: YES ( ) NO ( )      Tenant Improvement: YES ( ) NO ( )

DEPARTMENT	DATE	APPROVAL SIGNATURE
ENGINEERING		
PW INSPECTOR		
PLANNING		
WRP- WASTE MANAGEMENT		
BUSINESS LICENSE		SEE ATTACHMENT _____
EMWD		
RIVERSIDE COUNTY HEALTH		
RIVERSIDE COUNTY FIRE		
BUILDING		

**List of required items for Occupancy:**

*Engineering*-Final Field Inspection Sign Off (including verification of BMP's built per plans/WQMP), payment of all TUMF and RBBB fees, Final Grade Certificate provided. (With PW Inspector & Engineer sign off)

*Planning*-Landscaping Inspection Sign Off (including any open space landscaping adjacent to the subject lot), Inspection sign off from Planning Staff, Payment of DIF and MSHCP Fees, any other prior to final conditions that the tract requires for sign off.

*Riverside County Fire*-Final Inspection and Release for Occupancy emailed to the City.

*EMWD*-Final Inspection and Release for Occupancy emailed to the City.

*Building*-Signatures/approvals from all required departments listed above obtained prior to Final Inspection with the exception of EMWD and BUILDING.