



**City of San Diego  
Inspection Services**  
9601 Ridgehaven Court  
Suite 220, San Diego, CA  
92123

# Request for Temporary Certificate of Occupancy

**FORM  
DS-6004**

**May 2019**

Complete this form to request a temporary certificate of occupancy, attach all documentation, and pay fees online from a personal device, or in person at the Inspection Services office 9601 Ridgehaven Court, Suite 220, San Diego, CA 92123 . (See Information Bulletin 585 for additional information).

### Section I: Building Information

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

Project Number: \_\_\_\_\_ Approval Number: \_\_\_\_\_ Date: \_\_\_\_\_

List all remaining work under this permit to be completed prior to issuance of Certificate of Occupancy:


### Section II: Applicant Information

I certify that the building or portion of the building subject to this request can be occupied safely. I understand that should the above work not be completed and inspection approval not obtained within the time limit granted, the City will issue a notice of violation to cease the unlawful occupancy of the building or portion thereof that has been occupied per the approval of this request.

All work will be completed and I will request the final inspection by \_\_\_\_\_.

The undersigned requests a temporary certificate of occupancy.

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

<u>Approval Type</u>	<u>Status</u>	<u>Approval Type</u>	<u>Status</u>
<input type="checkbox"/> Building _____		<input type="checkbox"/> Electrical _____	
<input type="checkbox"/> Mechanical _____		<input type="checkbox"/> Fire Suppression/Sprinkler _____	
<input type="checkbox"/> Plumbing _____		<input type="checkbox"/> Fire Alarm _____	

Request for Temporary Certificate of Occupancy:  Approved for \_\_\_\_\_ days  Denied

Reason for Denial: \_\_\_\_\_

City Staff: \_\_\_\_\_ Date: \_\_\_\_\_