



City of Aliso Viejo
Building Division
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CERTIFICATE OF OCCUPANCY

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CERTIFICATE OF OCCUPANCY REQUIREMENTS

(WHEN NO TENANT IMPROVEMENTS ARE CONSTRUCTED AND PREVIOUS
CERTIFICATE OF OCCUPANCY WAS ISSUED FOR THE SAME USE)

1. CERTIFICATE OF OCCUPANCY APPLICATION
2. \$ 55.00 FEE
3. **LETTER** CONTAINING THE FOLLOWING:
 - NAME AND BRIEF DESCRIPTION OF BUSINESS
 - SQUARE FOOTAGE OF TENANT SPACE – INDICATE OFFICE SQUARE FOOTAGE AND WAREHOUSE SQUARE FOOTAGE. (IF APPLICABLE)
 - NUMBER OF EMPLOYEES BY SEX.
 - NOTE THAT NO TENANT IMPROVEMENTS ARE BEING DONE TO THE SPACE. (IF APPLICABLE)
 - NOTE THAT ONLY THE BUSINESS NAME AND/OR THE OWNER'S NAME IS CHANGING. (IF APPLICABLE)
4. ONE COPY OF THE FLOOR PLAN.
5. ONE COPY OF THE SITE PLAN SHOWING ENTIRE LOT WITH LOCATION OF BUILDING AND LOCATION OF SUITE WITHIN THE BUILDING.
6. PLANNING DIVISION APPROVAL IS REQUIRED - (949) 425-2525
7. INSPECTION BY BUILDING INSPECTOR.

8.5.08/Web