



ROUTING INFORMATION

CERTIFICATE OF OCCUPANCY

BUILDING & SAFETY
8353 SIERRA AVE, FONTANA, CA 92335
(909) 350-7640 FAX: (909) 350-7676

Routing will be initiated by the Building & Safety Division. The Building Inspector will send a request to each Department/Division requesting approval to release the Certificate-of-Occupancy. After all Departments/Divisions have approved/released the project for occupancy, the Building & Safety Division will notify the appropriate Utility companies and issue a Certificate-of-Occupancy as applicable. **It is the responsibility of the Contractor/Applicant to contact the Departments/Divisions to schedule the required inspections.**

NOTE: Certificate-of-Occupancy's are not issued for Group R-3 & U Occupancies: Single Family Dwellings, Duplexes and/or Private Residential Garages, etc. Occupancy for these types of structures is approved/released when the Building Inspector signs off Inspection Type 899—Permit Final.

| DEPARTMENT / DIVISION | CONTACT | TELEPHONE |
|--|----------------------------|-----------------------|
| BUILDING & SAFETY ¹ | INSPECTOR OF RECORD | (909) 350-7640 |
| ENGINEERING / PUBLIC WORKS ² | TRAVIS ROBERTSON | (909) 350-6734 |
| ENGINEERING / LANDSCAPE & PARKS | TRAVIS ROBERTSON | (909) 350-6734 |
| ENGINEERING / LAND DEVELOPMENT ³ | PROJECT ENGINEER | (909) 350-7640 |
| ENVIRONMENTAL ³ (pretreatment) | TONY MATA | (909) 350-6772 |
| FONTANA FIRE PREVENTION | JUSTINE SALAS | (909) 428-8897 |
| PLANNING | RENA SWEENEY | (909) 350-6524 |

- NOTES:
1. Building & Safety is responsible for *On-Site* Inspections.
 2. Engineering/Public Works is responsible for *Off-Site* Inspections.
 - 3. Single Family Residential projects do not require a field inspection.**