**A close up of a sign

Description automatically generated  
ENGINEERING DEPARTMENT**

**OCCUPANCY RELEASE REQUEST FORM**

**Instructions**

* Complete this Occupancy Release Request Form and Checklist. Add extra lines to the table below if needed. This request will not be processed until all required items on the checklist are completed.
* Email the completed Occupancy Release Request Form and Checklist to the following departments:

|  |  |
| --- | --- |
| **Department** | **Email** |
| Broadband (for info only. Approval not required) | OntarioNet@ontarioca.gov |
| City Engineering Inspector\* |  |
| City Project Engineer\* |  |
| CFD | CFD@ontarioca.gov |
| Development Admin. | DIF@ontarioca.gov |
| Environmental | ENGStormwater@ontarioca.gov |
| OMUC | Utilityreleases@ontarioca.gov |
| UCSC | UCSCWaterMeters@ontarioca.gov |

*\* Check with the Engineering Front Counter for email*

* The departments that have issues with the release will return the checklist with comments to the developer. **The developer shall address all comments and coordinate with the departments directly for sign off.**
* Each department will notify the City PM and the developer when there are no issues with the release. The City PM will approve this request and release the occupancy when all departments sign off and have no comments with this request.
* Please allow a minimum of six (6) business days to process this request.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project/Map No.: | | | | | |  | | | General Location: | | | | | |  | | |
| Encroachment Permit No.: | | | | | |  | | | Specific Plan (if any): | | | | | |  | | |
|  | | | | | |  | | | Planning Area (if any): | | | | | |  | | |
|  | | | | | |  | | |  | | | | | |  | | |
| Contractor: | | | | | |  | | | Developer: | | | | | |  | | |
| Construction Site Supervisor: | | | | | |  | | | Developer’s Project Manager: | | | | | |  | | |
| Phone No.: | | | | | |  | | | Phone No.: | | | | | |  | | |
| Email: | | | | | |  | | | Email: | | | | | |  | | |
|  | | | | | |  | | |  | | | | | |  | | |
| City Engineering Inspector: | | | | | |  | | | City Project Engineer: | | | | | |  | | |
| Phone No.: | | | | | |  | | | Phone No.: | | | | | |  | | |
|  | | | | | |  | | |  | | | | | |  | | |
|  | | Total Certificate of Occupancy  (C of O) Issued to Date: | | |  | Total C of O Permitted by Development Agreement (DA): | |  | Total Building Permits Issued to Date: | |  | Total Building Permits Permitted by DA: | |
|  | |  | | | / |  | |  |  | | / |  | |
|  | |  | | |  |  | |  |  | |  |  | |
| **No.** | **Lot No.\*** | **Bldg No.** | **Unit No.** | **Phase No.** | | | | **Building Permit No.** | | | | **Address** | | | | | | |
| 1 |  |  |  |  | | | |  | | | |  | | | | | | |
| 2 |  |  |  |  | | | |  | | | |  | | | | | | |
| 3 |  |  |  |  | | | |  | | | |  | | | | | | |
| 4 |  |  |  |  | | | |  | | | |  | | | | | | |
| 5 |  |  |  |  | | | |  | | | |  | | | | | | |
| 6 |  |  |  |  | | | |  | | | |  | | | | | | |
| 7 |  |  |  |  | | | |  | | | |  | | | | | | |
| 8 |  |  |  |  | | | |  | | | |  | | | | | | |
| 9 |  |  |  |  | | | |  | | | |  | | | | | | |
| 10 |  |  |  |  | | | |  | | | |  | | | | | | |

*\* Show these lots on a phasing exhibit, if applicable (see sample attached).*

**OCCUPANCY RELEASE CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **No.** | **Items to be completed/provided to the City prior to requesting occupancy release** | **Completed** | **Comment**  **(City to complete)** |
| Broadband | 1 | Pull rope placed from home, through flowerpot (if present) to hand-hole in ROW |  |  |
| Development Impact Fees | 2 | Pay all Development Impact Fees (DIF) |  |  |
| Environmental | 3 | Provide a copy of the signed cover sheet of the approved WQMP |  |  |
|  | 4 | Provide a copy of the signed cover sheet of the approved WQMP Transfer and Maintenance Agreement |  |  |
| Inspector | 5 | All punch list items completed |  |  |
| Engineering | 6 | Pay all permit and inspection fees |  |  |
|  | 7 | Complete applicable Development Agreement requirements |  |  |
|  | 8 | Complete applicable Conditions of Approval requirements |  |  |
| OMUC | 9 | All offsite water and sewer connections operational as applicable |  |  |
|  | 10 | Recycled/Potable water to irrigation and domestic systems on |  |  |
|  | 11 | Backflow device test passed  (multi-family, commercial, potable irrigation, fire services, & industrial) |  |  |
|  | 12 | Cross connection test passed |  |  |
|  | 13 | Parkway and front yard landscape completed |  |  |
|  | 14 | Mow curb or physical separation completed as applicable to recycled water use |  |  |
| UCSC | 15 | Customer account created and water meter installed |  |  |

I understand the occupancy release request with missing or incomplete items will be deemed incomplete and will not be processed. In addition, a hold of up to 7 days may be placed on this request from being resubmitted.

|  |  |  |  |
| --- | --- | --- | --- |
| Occupancy Release Submitted by: |  |  |  |
| Title: |  |  |  |
| Company: |  |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |