



**CITY OF MISSION VIEJO**  
**BUILDING SAFETY DIVISION**  
200 CIVIC CENTER,  
MISSION VIEJO, CA 92691  
(949) 470-3054

**CERTIFICATE OF  
OCCUPANCY  
REQUIREMENTS**

**SUBMITTAL FOR WHEN THERE ARE NO PHYSICAL IMPROVEMENTS, ALTERATIONS, OR CONSTRUCTION AND THE PREVIOUS CERTIFICATE WAS ISSUED FOR THE SAME USE.**

Applications for Certificate of Occupancy (with no tenant improvements) must be submitted online on the City of Mission Viejo [Client Self Service](#) system. The information below is a checklist of requirements for submittal. For questions please call 949-470-3054 or email [bldgservices@cityofmissionviejo.org](mailto:bldgservices@cityofmissionviejo.org).

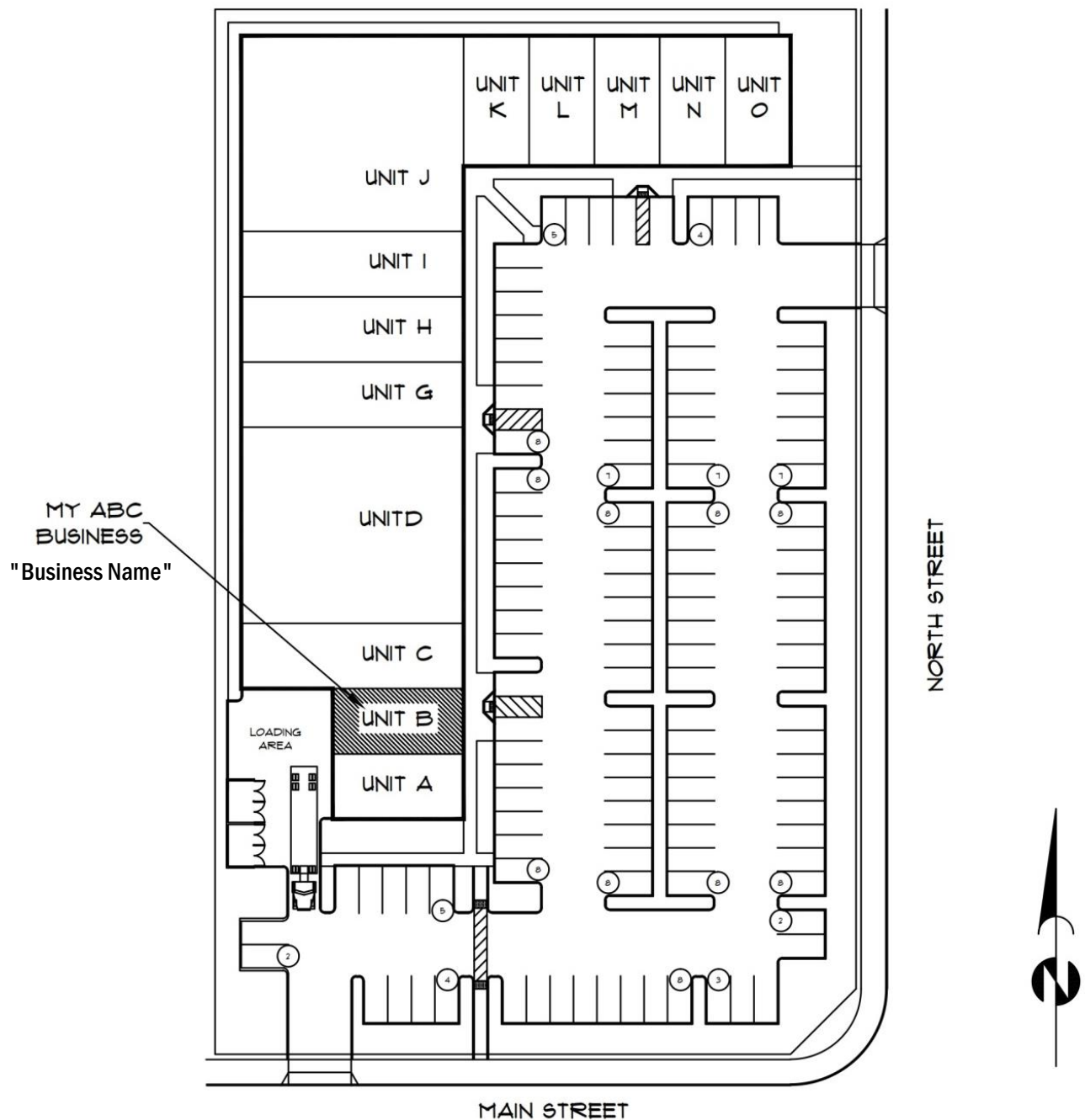
- 1) Complete the Certificate of Occupancy application in the online portal [Client Self Service](#). *(Note to get started you will need to [Create an Online Account to apply](#)).*
  - a. Include the Occupancy Class (the purpose/use of space occupied)
  - b. Include the Construction Type (IA, IB, IIA, IIB, IIIA, IIIB, IV, VA, VB)
  - c. Indicate if building is equipped with fire sprinklers or not
- 2) Submit a letter, typed or legibly printed including the following information:
  - a. Business Name and Business Owner Contact Information
  - b. Brief Description of Business
  - c. Square footage of tenant space (indicate office sq ft and warehouse sq ft, if applicable)
  - d. Number of employees on the largest shift
  - e. **NOTE:** that no construction or alteration of any building, structure, and electrical, mechanical or plumbing work will be performed. (If such work is/was performed without permits this application will become void and a tenant improvement application and plans must be submitted)
  - f. The letter must be signed by applicant and/or business owner
- 3) Submit a copy of the **Site Plan** for the site or the commercial/office center (see attached sample - pdf page 2)
  - a. Plan showing entire lot with location of building and of suite within the building
  - b. Include on the Site Plan the business name and full location address.
  - c. Clearly identify and highlight the location the business.
- 4) Submit a copy of the business or office use **Floor Plan** (see attached sample - pdf page 3 & 4)
  - a. Include on the Floor Plan the business name and full location address.
  - b. Clearly identify and highlight the location the business.
  - c. Include interior layout of permanent fixtures and all furniture
  - d. Label use of each room, i.e. Lobby, Exam Room, Office, etc.
  - e. Automotive shops must submit electrical and mechanical plans along with floor plans; these plans are subject to plan check.
- 5) A \$250 Processing Fee and \$30 Technology Fee totaling **\$280** is due at submittal of application.

**NOTE: Nonfixed and movable fixtures, cases, racks, counters and partitions over 5 feet 9 inches in height require a building permit. 2022 CBC Section [A] 105.2 (13)**

**Final Inspection** must be scheduled within 365 days. Signed Certificate of Occupancy will be processed and available on your portal after passing your final inspection.

**Business Name:** Include your business name on the plan.

**Address:** Include your full business address on the plan. Example: 12345 Main Street, Suite 2, Mission Viejo, CA, 92691



FLOOR AREA: 25'-0" X 50'-0" = 1,250 SQUARE FEET

TYPE OF CONSTRUCTION: VB

AUTOMATIC SPRINKLERS: YES

TOTAL PARKING: PROVIDED 126



SAMPLE COMMERCIAL SITE PLAN

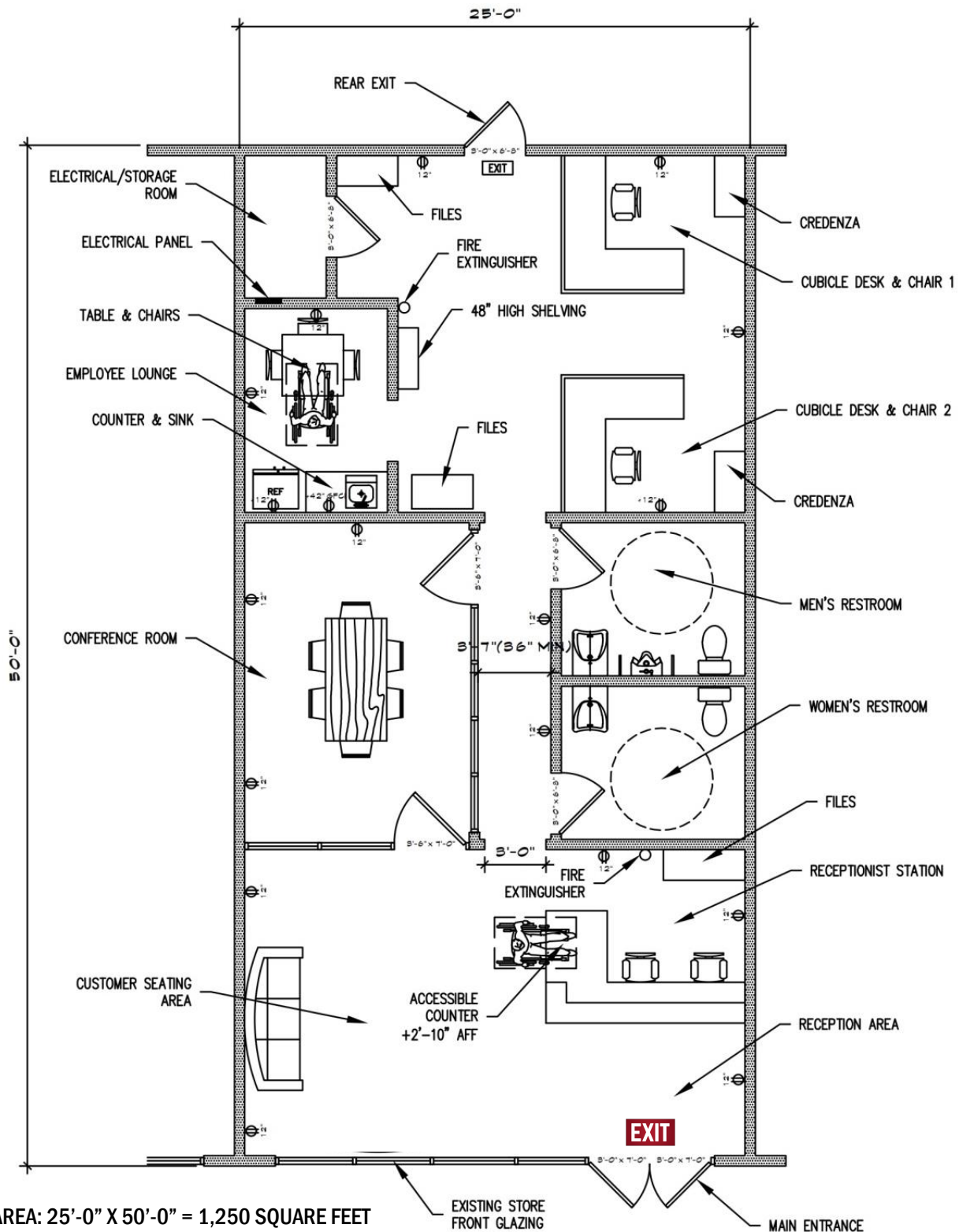
MISSION VIEJO BUILDING SAFETY DIVISION

Jerry Arellano, C.B.O., C.S.P.

Building Official

Date: 12/13/2023

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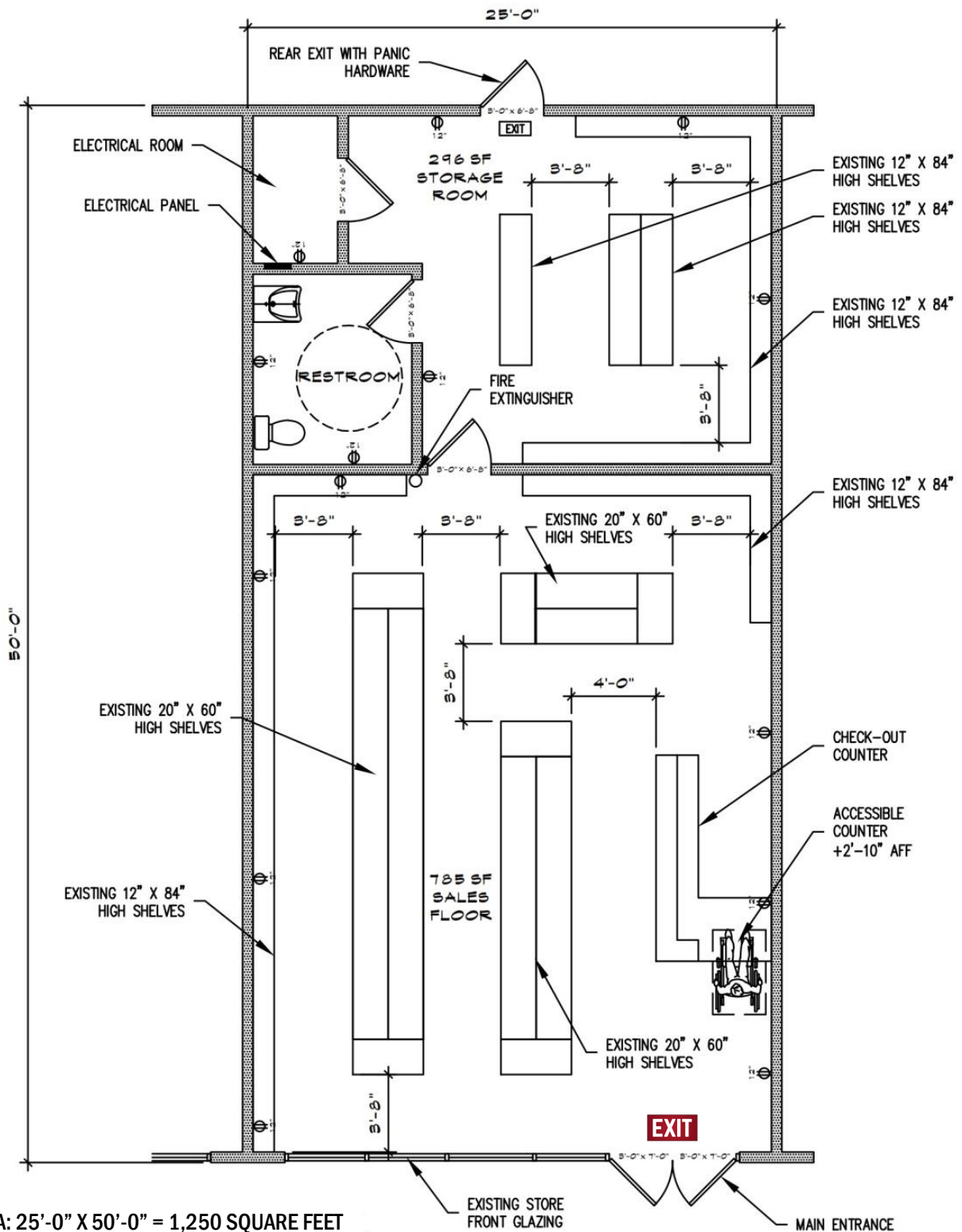
FLOOR AREA: 25'-0" X 50'-0" = 1,250 SQUARE FEET  
 OCCUPANCY CLASS: B (OFFICE)  
 OCCUPANT LOAD: 1,250 SF/100 = 13  
 TYPE OF CONSTRUCTION: VB  
 AUTOMATIC SPRINKLERS: YES

**Business Name:** Include your business name on the plan.  
**Address:** Include your full business address on the plan.  
 Example: 12345 Main Street, Suite 2, Mission Viejo, CA, 92691



SAMPLE FLOOR PLAN FOR AN **OFFICE (B)** OCCUPANCY  
 MISSION VIEJO BUILDING SAFETY DIVISION

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 Building Official  
 Date: 12/13/2023 Page 3 of 4



SAMPLE FLOOR PLAN FOR A **MERCANTILE (M)** OCCUPANCY

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