



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.

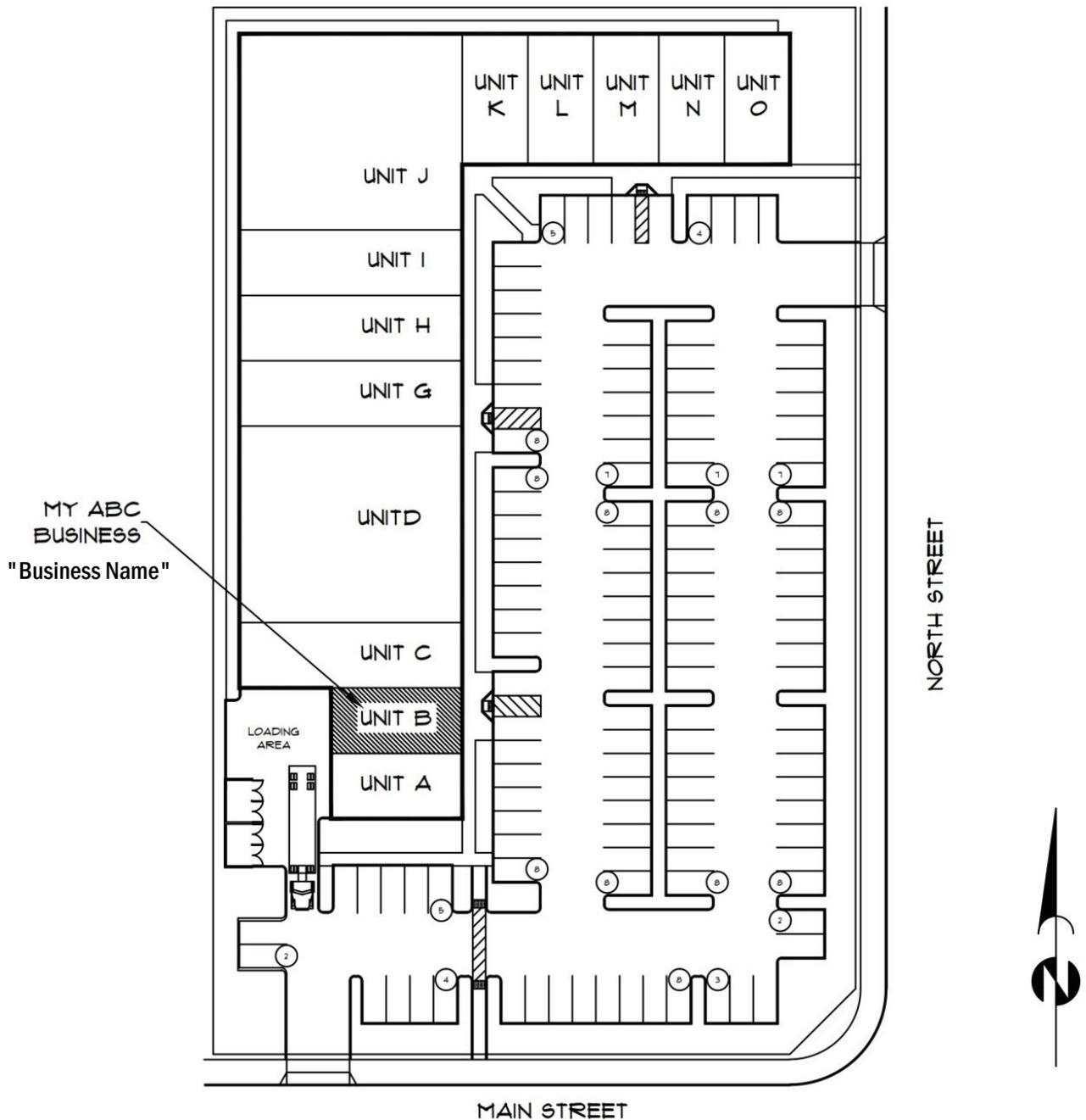
- 1) Complete the Certificate of Occupancy application in the online portal [Client Self Service](#). *(Note to get started you will need to [Create an Online Account to apply](#)).*
 - a. Include the Occupancy Class (the purpose/use of space occupied)
 - b. Include the Construction Type (IA, IB, IIA, 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

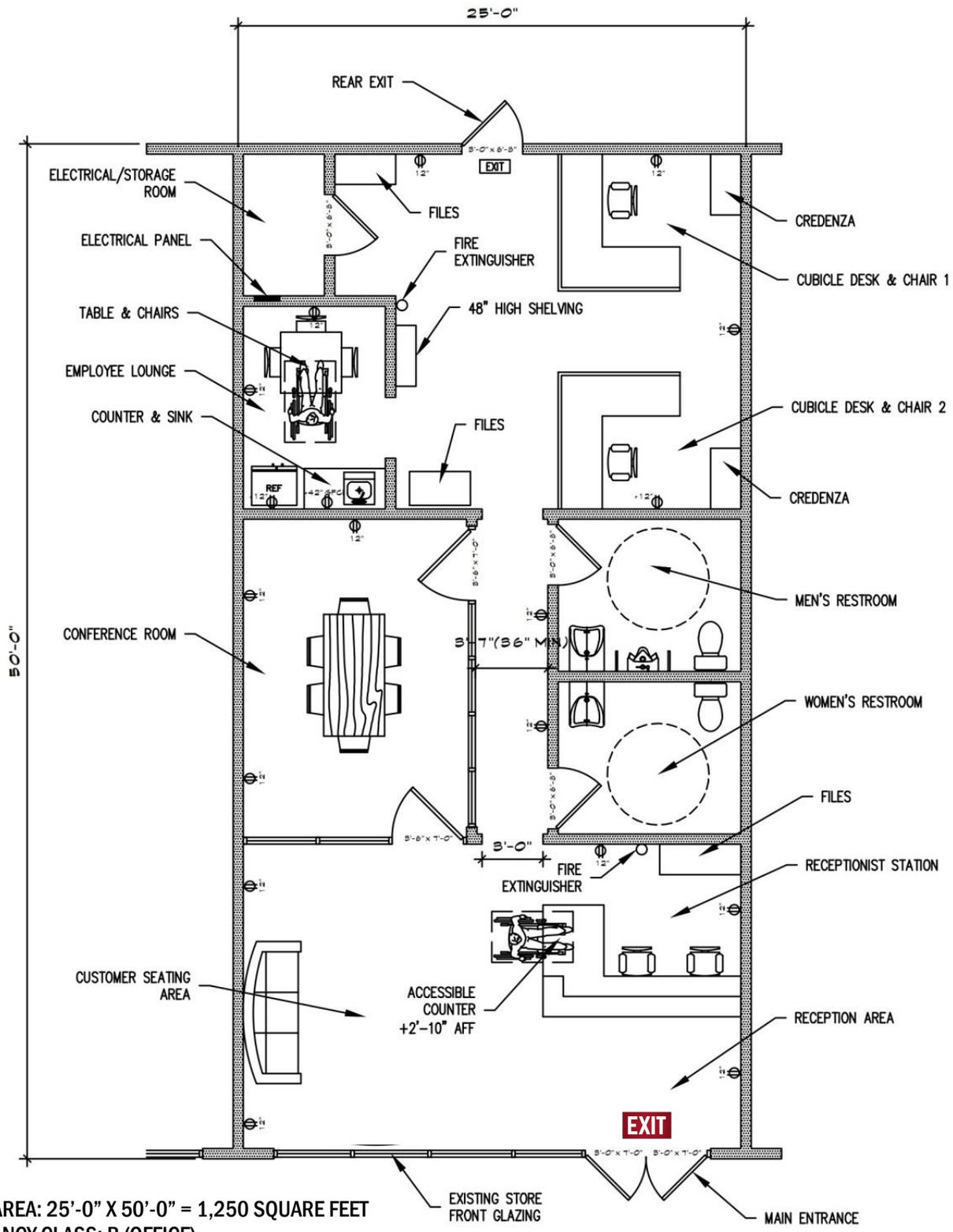
MISSION VIEJO BUILDING SAFETY DIVISION

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

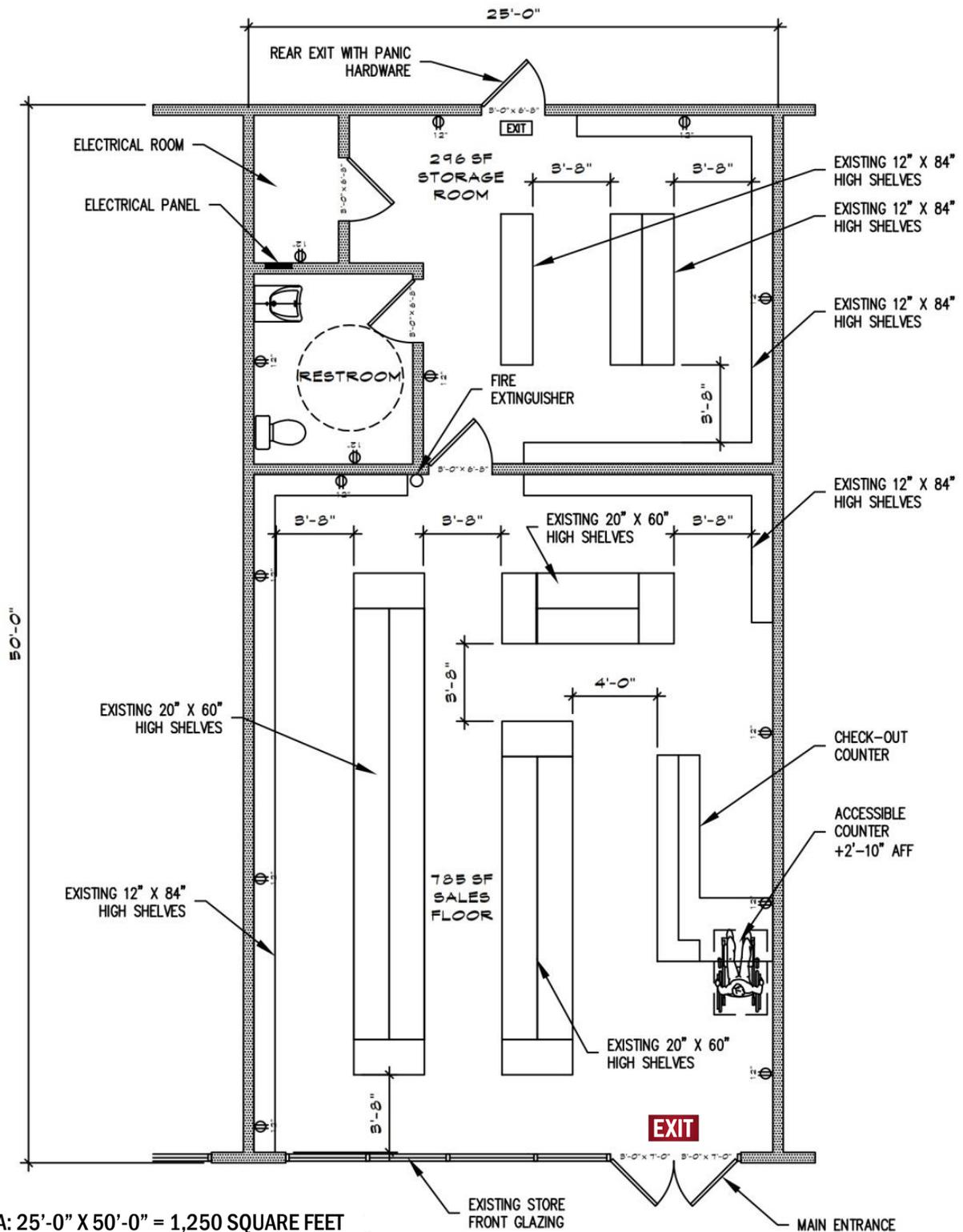
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Building Official

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FLOOR AREA: 25'-0" X 50'-0" = 1,250 SQUARE FEET
 OCCUPANCY CLASS: M (MERCANTILE) & (STORAGE)
 OCCUPANT LOAD - MERCANTILE : 785 SF/60 = 13
 OCCUPANT LOAD - STORAGE: 296 SF/300 = 1
 OCCUPANT LOAD TOTAL: 14
 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 A **MERCANTILE (M)** OCCUPANCY

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