



# City of Mission Viejo

## Memorandum

### TEMPORARY OCCUPANCY INSPECTIONS

Date: April 22, 2008

To: All Developers with Ongoing Projects in the City of Mission Viejo

From: Richard Schlesinger, P.E., City Engineer

Subject: Temporary Occupancy from the Public Works Department

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The Developer may request temporary occupancy from the Public Works Department for circumstances where there are minor outstanding items/issues to be completed before the project is ready for permanent occupancy. Under no circumstances will temporary occupancy be granted where in the opinion of the City's Inspector unsafe conditions exist or the potential for unsafe conditions exist (such as the safety of the public during completion of the outstanding items/issues once the project is occupied). The site must also be maintained in a clean and orderly fashion. Furthermore, the Public Works Department has no obligation to grant temporary occupancy requests, and each case will be determined on an individual basis. Past performance of the contractor on the project will also be used as a determining factor for eligibility due to the fact that the City needs to have a reasonable expectation that outstanding items will be completed correctly in a reasonable amount of time.

Prior to requesting a temporary occupancy inspection, the following items must be completed:

1. The Developer must post a \$15,000 cash deposit (payable by cash or check) and pay the first month's reoccurring temporary occupancy fee of \$250/month to the Public Works Department. There will be a monthly fee of \$250/month that will be charged during temporary occupancy until final occupancy is granted. In addition, final occupancy will not be granted and bonds will not be released for the project until all past due fees are paid.
2. The Developer's on-site manager must review the memo titled "Documentation Requirements for Inspection for Occupancy from the Public Works Department." The on-site manager must have all of the documents requested in this memo or a written letter stating the reason why these documents have not been provided and an estimated completion date. The City reserves the right to reject the request for temporary occupancy if in the opinion of the City Engineer missing items must be completed prior to any occupancy (temporary or permanent).