



CITY OF MISSION VIEJO
DEPARTMENT OF PUBLIC WORKS
200 Civic Center
Mission Viejo, CA 92691
Phone: (949) 470-3040

**REQUEST TO OBTAIN BUILDING PERMIT
PRIOR TO COMPLETION OF PUBLIC WORKS CORRECTION LIST**

Date: _____

Attention: City of Mission Viejo, Department of Public Works

Reference: Plan Review No. _____

Plans were submitted on _____ for a _____

located at _____

We are requesting Public Works Department approval of the issuance of a Building Permit to construct improvements identified in the above subject plan review set, and to defer approval of the following outstanding items until a Temporary Certificate of Occupancy or Final Certificate of Occupancy is requested (check the number identifying the items):

- 1. Approval of the required Water Quality Management Plan (WQMP) or Educational Water Quality Management Plan (E-WQMP).
- 2. Construction of new (or re-construction of existing) trash bin enclosure(s) meeting the requirements of City Standard Plan No. 508 or as allowed to be modified by the Department of Public Works.
- 3. Other Item(s): _____

We are fully aware that we must complete the checked items listed above prior to requesting either a Temporary Certificate of Occupancy or Final Certificate of Occupancy. In the event we wish to seek a Temporary Certificate of Occupancy, per City Council Resolution No. 11-27, we are aware the Department of Public Works requires a \$15,000 cash deposit plus a \$250 per month Temporary Occupancy Fee to approve a Temporary Certificate of Occupancy in order to ensure the documents and/or improvements as indicated above are completed and approved. _____ (initial here)

We are fully aware that additional fees may be due to the Building Department and/or Public Works Department for review and approval of the items checked above.

Sincerely,

Applicant Signature

Print Name