



City of Mission Viejo

Memorandum

OCCUPANCY INSPECTIONS

Date: January 30, 2007

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

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

Subject: **Documentation Requirements for Inspection for Occupancy (Final or Temporary) From the Public Works Department**

Prior to requesting inspection from the City's Public Works/Engineering inspector for final inspection for occupancy, the Developer's on-site manager must have the following documents listed below. These documents must be presented to the City inspector at the time of inspection.

1. A copy of the title page of the geotechnical final report addressing post grading, trench backfill, etc., **APPROVED BY THE CITY**. The report will be stamped "APPROVED" by the City or the City's geotechnical consultant. Please note that **three** copies of this report must have previously been submitted to the Engineering Counter at the City of Mission Viejo and appropriate review fees paid. Typically, a minimum of five (5) working days is required for the City to review the report. A copy of the report will be forwarded to the Developer upon approval.
2. An original "Grading Contractor Statement of Compliance" wet signed and stamped on a City of Mission Viejo form. Faxed copies will not be accepted (see attached example).
3. An original "Civil Engineer's Certificate of Precise Grade" wet signed and stamped on a City of Mission Viejo form. Faxed copies will not be accepted (see attached example).

The Developer's on-site manager should review all of the reports and certificates to make sure that they reference the proper grading permit number, tract number, and lots. Documents that are submitted with the improper information will be rejected, causing unnecessary delay.

In addition, the City has additional requirements for temporary occupancy which are described in the memo titled "**Temporary Occupancy From the Public Works Department.**" If the Developer wishes to apply for temporary occupancy all items in the temporary occupancy memo must be provided.