



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

CERTIFICATE OF OCCUPANCY REQUIREMENTS

WHEN NO PHYSICAL IMPROVEMENTS ARE CONSTRUCTED AND PREVIOUS CERTIFICATE WAS ISSUED FOR THE SAME USE.

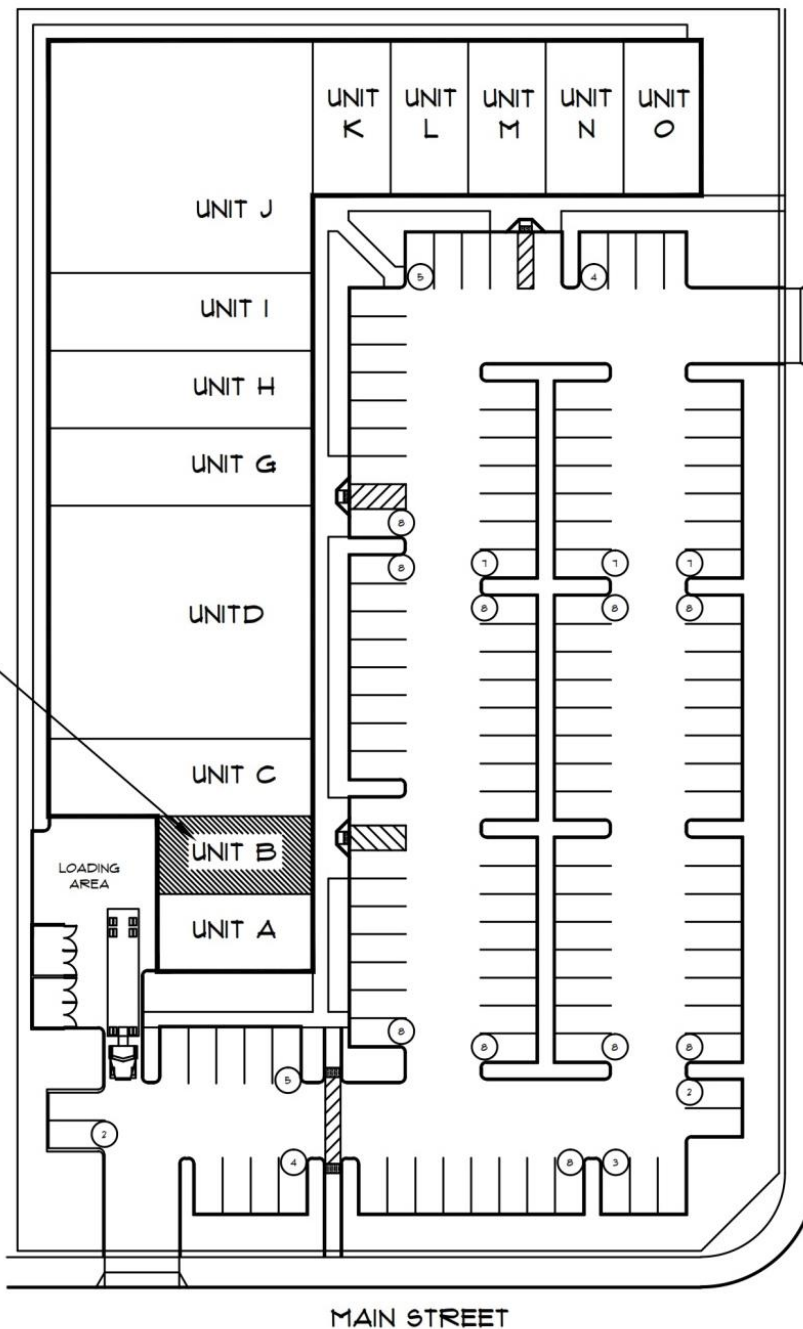
Applications for Certificate of Occupancy must be submitted at the City's front counter; applications will **not** be accepted via mail or email. Please call 949-470-3054 for directions, questions and counter hours. **Please submit all of the following; incomplete submittals will not be accepted:**

- 1) Complete Certificate of Occupancy Application (see attached application)
 - a. Include Occupancy Class (the purpose/use of space occupied)
 - b. 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 containing 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. Letter must be signed by applicant and/or business owner
- 3) One Copy of the Site Plan (see attached sample)
 - a. Plan showing entire lot with location of building and of suite within the building
- 4) One Copy of the Floor Plan (see attached sample)
 - a. Include interior layout of permanent fixtures and all furniture
 - b. Label use of each room, i.e. Lobby, Exam Room, Office, etc.
 - c. Automotive shops must submit electrical and mechanical plans along with floor plans; these plans are subject to plan check.
- 5) A \$217 Processing Fee 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. 2013 CBC Section [A] 105.2 (13)

Applicant/owner will be contacted upon approval of application to pick up inspection card at front counter. Inspection must be scheduled within 180 days to complete the process.

MY ABC
BUSINESS



FLOOR AREA: 25'-0" X 50'-0" = 1,250 SQUARE FEET
 TYPE OF CONSTRUCTION: VB
 AUTOMATIC SPRINKLERED: YES
 TOTAL PARKING: PROVIDED 126



SAMPLE COMMERCIAL SITE PLAN

HELP FOR THE BUSINESS OWNER
 MISSION VIEJO BUILDING DIVISION

Jay Elbetta

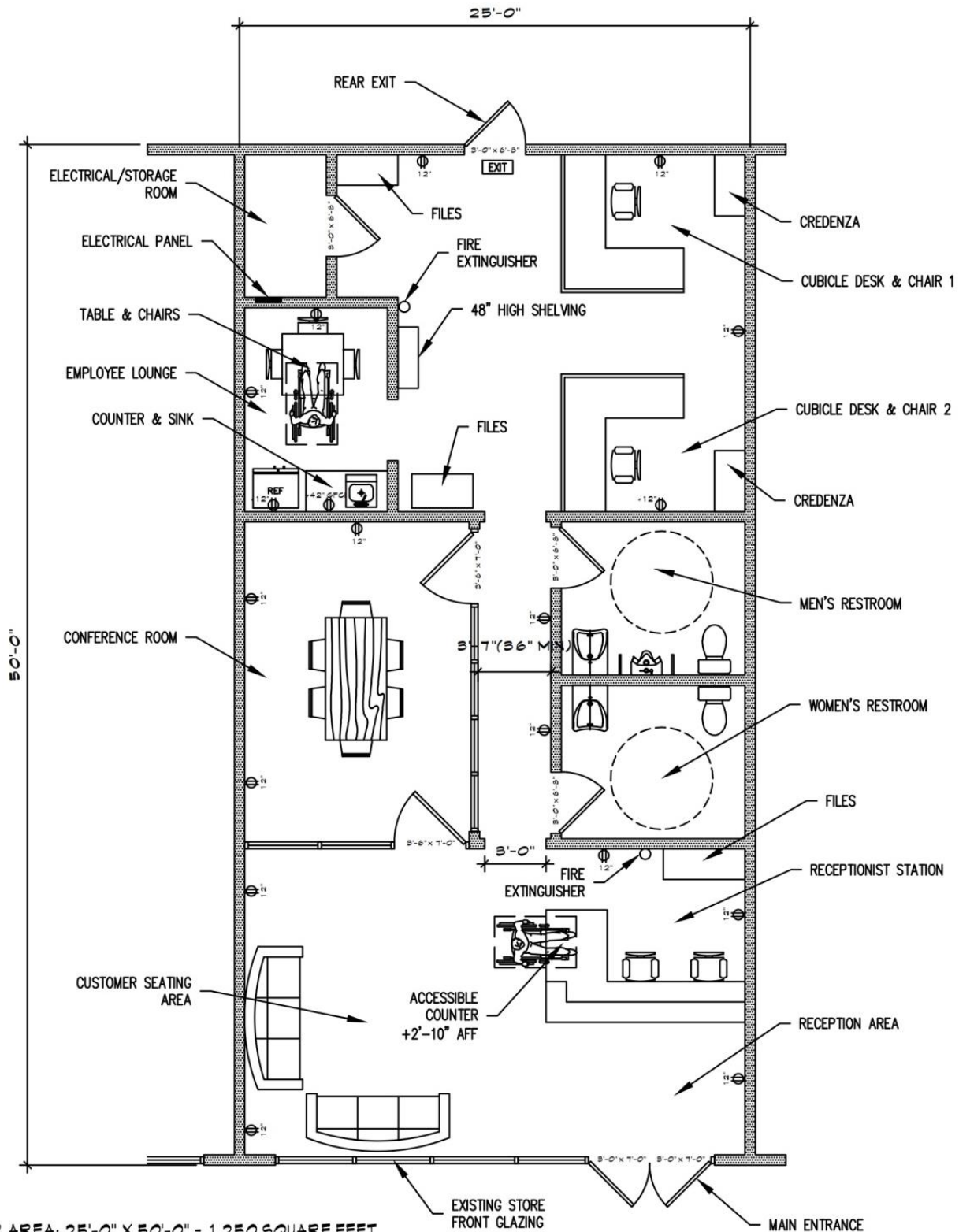
10/21/2015

Building Official

Date

Date:

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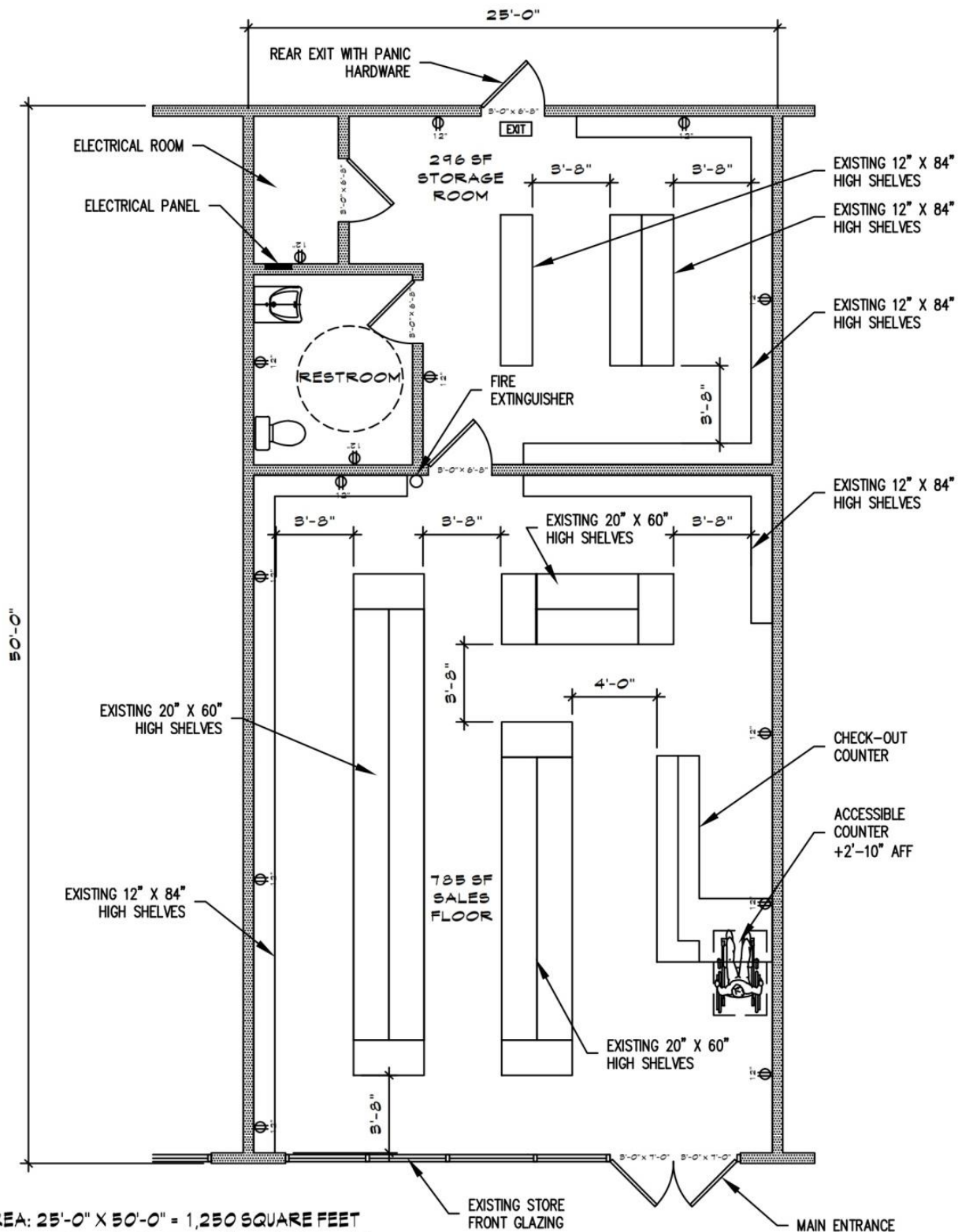


FLOOR AREA: 25'-0" X 50'-0" = 1,250 SQUARE FEET
 OCCUPANCY CLASS: B (OFFICE)
 OCCUPANT LOAD: 1,250 SF/100 = 13
 TYPE OF CONSTRUCTION: VB
 AUTOMATIC SPRINKLERS: YES



SAMPLE FLOOR PLAN FOR AN OFFICE (B) OCCUPANCY
 HELP FOR THE BUSINESS OWNER
 MISSION VIEJO BUILDING DIVISION

Jay Elbettar 10/21/2015
 Building Official Date
 Date: Page 3 of 5



FLOOR AREA: 25'-0" X 50'-0" = 1,250 SQUARE FEET
 OCCUPANCY CLASS: M (MERCANTILE) & S (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



SAMPLE FLOOR PLAN FOR A MERCANTILE (M) OCCUPANCY
 HELP FOR THE BUSINESS OWNER
 MISSION VIEJO BUILDING DIVISION

Jay Elbettar 10/21/2015
 Building Official Date
 Date: Page 4 of 5



Certificate of Occupancy Application

Change of Use/Tenant

City of Mission Viejo
200 Civic Center

APPLICATION NO. _____

This application is not intended for the construction or alteration of any building or structure, electrical, mechanical or plumbing work.

BUSINESS NAME:

BUSINESS ADDRESS: (SPECIFY SUITE NO. IF APPLICABLE)

BUSINESS PHONE NUMBER:

CONTACT NUMBER:

CONTACT EMAIL:

DETAILED DESCRIPTION OF PROPOSED USE:

PREVIOUS USE:

BUSINESS OWNER:

NAME:

ADDRESS:

PHONE:

EMAIL:

PROPERTY OWNER OR PROPERTY MANAGEMENT CO:

NAME:

ADDRESS:

PHONE:

BUSINESS DAYS/HOURS:

OCCUPANCY CLASS:

CONSTRUCTION TYPE: (CIRCLE ONE)

IA IB IIA IIB IIIA IIIB IV(HT) VA VB

SPRINKLERS IN BLDG: (CIRCLE ONE)

YES NO

SQUARE FOOTAGE DEVOTED TO THIS USE: (i.e. OFFICE, WAREHOUSE, RETAIL, STORAGE, etc...)

NUMBER OF OFF STREET PARKING SPACES PROVIDED:

MAXIMUM NUMBER OF EMPLOYEES:

MAXIMUM NUMBER OF OTHER PERSONS: (i.e. PATRONS, PATIENTS, CLIENTS, etc...)

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE:

SIGNATURE:

DATE:

FOR OFFICE USE ONLY:

PLANNING:

DATE:

ZONING:

DESCRIPTION:

CONDITIONS:

BUILDING:

DATE:

CONDITIONS:

PUBLIC WORKS:

DATE:

CONDITIONS:

PUBLIC SERVICES:

DATE:

CONDITIONS: