City of San Mateo
Building Division
330 W 20th Ave
San Mateo, CA 94403
650-522-7172
www.cityofsanmateo.org

Application for Certificate of Occupancy and/or Temporary Cert of Occupancy

October 22, 2019

The City of San Mateo allows a Temporary Certificate of Occupancy to be issued for a period of 30 calendar days prior to the project final inspection date. To apply, fill out this form and include a separate time table for the completion of the project and anticipated final inspection date.

1	Building Permit Number	PA Number	Date
2	Project Address		Assessor Parcel Number
3	Owner's Name	Number & Street Name	City & Zip Code / Phone #
	Tenant / Occupant	Business Lic# / E-Mail Address / Phone #	

OVERALL BUILDING INFORMATION:

4	Use	Occupancy Type	Type of Const.	# Stories	Parking Spaces Req./Provided	Total Floor area	Design Occ Load

BUILDING INFORMATION (for portion which certificate of occupancy will be issued):

5	Use	Occupancy	Type of Construction	Floor(s)/Level(s)
	Unit No(s)/Suite No(s)	Parking Spaces Req./Provided	Floor area of Tenant Space	Occupant load of tenant space
	Fire Suppression System	Fire Sprinklers ☐ Throughout ☐ Portion ☐ N/A	Fire Alarm Systems ☐ Throughout ☐ Portion ☐ N/A	Applicable Code Cycle Year

CITY AGENCY CLEARANCES:

6	PLANNING DIVISION CONTACT:	SIGNATURE	PHONE *522-7202*	DATE
	PUBLIC WORKS DEPT CONTACT:	SIGNATURE	PHONE *522-7300*	DATE
	BUILDING DIVISION CONTACT:	SIGNATURE	PHONE *522-7172*	DATE
	BUILDING OFFICIAL: CONTACT:	SIGNATURE	PHONE *522-7180*	DATE
	San Mateo Consolidated Fire Dept CONTACT:	SIGNATURE	PHONE *522-7940*	DATE
	OTHER: CONTACT:	SIGNATURE	PHONE	DATE

The property has been inspected for compliance with temporary occupancy. Temporary occupancy will be granted for a period not to exceed 30 calendar days.

- OFFICE USE ONLY -

RECEIVED BY	DATE RECEIVED
TEMPORARY (if applicable) OCCUPANCY GRANTED OR DENIED	DATE TEMPORARY OCCUPANCY EXPIRES – if applicable

FOR TEMPORARY OCCUPANCY: A copy of this competed form shall be posted near the front entrance.