



Building Safety Department
 1 Town Square ~ Murrieta, CA 92562
 951-461-6055 www.murrieta.org

Requirements for Certificate of Occupancy

Below is a matrix depicting the various departments required to perform a Certificate of Occupancy (C of O) inspection or “final” inspection. Each department must be notified individually to perform an inspection and subsequently process the C of O clearance form. It is recommended you contact the appropriate department(s) prior to requesting a Building Safety final inspection to resolve any outstanding issues. After all required departments have approved the C of O or final inspection and notified Building Safety, the certificate (if appropriate) will be processed and a C of O will be issued.

	BUILDING Inspection Request 951-461-6050	PLANNING Lori Abeles 951-461-6060	PUBLIC WORKS Ken Burris 951-461-6028	FIRE 951-304-3473	LANDSCAPE 951-698-0122/ 951-461-6083	POLICE/CODE ENFORCEMENT 951-304-2677/ 951-461-6330
Residential Tracts Models & Sales Offices Custom Homes	X	X	X	X	X ⁴	
Sales Trailers	X	X		X		
Residential¹ Multi-Family	X	X	X	X	X	X
Commercial¹	X	X	X	X	X	X
Industrial¹	X	X	X	X	X	X
Tenant Improvements¹	X	X ²		X		
Change of Occupancy¹	X	X ³		X		X
C of O-w/o Construction¹	X	X ³		X		

Note: Job Card shall be signed off by applicable departments whether or not a field inspection is required.

¹ Building Department will sign off last, after Planning and Fire is necessary, on Tenant Improvements, Change of Occupancy (included Police), and C of O with or without construction to ensure compliance by all affected departments.

² If site landscaping or parking was altered as part of the Tenant Improvement, the Planning Department shall determine if a C of O is required.

³ If a business license has been approved for the new use then no inspection is required.

⁴ Except custom homes and Bear Creek development properties.