



Building Division Final Inspection & Certificate of Occupancy Requirements California Building Code (CBC) Sections 110.3.10 & 111.1

CBC 110.3.10 Final inspection. The final inspection shall be made after all work required by the building permit is completed.

CBC 111.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

The following matrix provides guidelines for which agencies must be contacted for approval **prior** to requesting a final inspection from the City of Tustin Building Division and/or the issuance of a Certificate of Occupancy.

Construction Project Type		Building Department	Public Works Department	OCFA	Planning Division	Environmental Health
Residential Tracts:	Models & Sales Offices	✓	✓	✓	✓	
	Sales Trailers (exterior only)	✓			✓	
	Convert Model Home to SFD	✓	✓	✓	✓	
	Production Homes	✓	✓	✓	✓	
Residential Custom Homes		✓	✓	✓	✓	
Residential Multi-Family		✓	✓	✓	✓	
New Commercial		✓	✓	✓	✓	✓ gas stations only
New Industrial		✓	✓	✓	✓	
³ Tenant Improvements		✓		✓	✓	
Change of Occupancy		✓		✓	✓	
Cell Sites: Towers/Antenna/Electrical		✓	✓		✓	
Private Sewage Disposal Systems						

NOTE: Job cards shall be signed off by each required department/division whether or not a field inspection is required. (The cards may be signed off at the public counter by the department/division representative.)

¹The Building Division will sign off last (after all Departments indicated above) on Tenant Improvements that already have power to insure compliance by all affected departments/divisions.

²If the site landscaping or parking were altered as part of the tenant improvement, call the Planning Department to determine if an Occupancy Inspection is required from them.

³A certificate of occupancy is only required when the occupancy category as defined in Chapter 3 of the 2013 CBC is changed. So, not all tenant improvements require the issuance of a C of O

Department/Agency Contact Information		
Department/Agency	Phone	Contact Person
Planning Division	(714) 573.3016	Scott Reekstin
Building Division, Grading Inspection	(714) 573.3284	Manuel Garcia
OCFA	(714)573.6000	Nannette Edwards
Building Division	(714) 573.3137	Art Gonzales
Public Works Dept.	(714) 573.3167	Tom Murphy