

Land Development Certificate of Occupancy

41000 Main Street
Temecula, CA 92590
Phone: 951-694-6444
www.temeculaca.gov



OBTAINING PUBLIC WORKS INSPECTOR'S CLEARANCE TO ALLOW ISSUANCE OF A CERTIFICATE OF OCCUPANCY

These instructions should be used as guidelines to obtain Certificate of Occupancy (C of O) clearances from Public Works inspectors.

INSTRUCTIONS:

1. Completion of Precise Grading and Any Plan Revisions. The grading, per the approved precise grading plan, and any associated onsite/offsite public improvements must be 100% complete and the site must be ready for final inspection.
2. Submittal of Required Items. Prior to a scheduled inspection, the following items shall be submitted to and approved by Land Development, if applicable:
 - a) For Residential, including custom single family homes: final engineering certification for each lot (i.e., including certification of swales and pad elevations, etc.);
 - b) For non-residential projects: final engineering certification for each lot (i.e., including certification of WQMP compliance, installation of required WQMP systems/BMP's, swales, pad elevations, etc.);
 - c) Confirmation ALL required *Prior To Certificate of Occupancy* Conditions of Approval have been satisfied as verified by a Land Development staff member.

Submittals shall be delivered to Land Development via either:

- a) Email to Landdev@temeculaca.gov from the engineer of record, or
- b) Hand-delivered or mailed to:

Attention: Land Development
City of Temecula
41000 Main Street
Temecula, Ca. 92590

3. Scheduling an Inspection. Public Works (PW) inspections shall be scheduled via email at LDInspections@temeculaca.gov at least two (2) working days prior to the requested date of inspection.
4. Clearances from Utility Agencies. Obtain clearances from the following independent utility agencies:
 - a) Rancho California Water District ([RCWD](#))
 - b) Eastern Municipal Water District ([EMWD](#))
5. Inspection Clearance. Post inspection, if the PW Inspector deems the work...
 - a) acceptable, the PW inspector's clearance for the project site will be provided,
or
 - b) unacceptable, the PW inspector will identify field deficiencies and the project site will not be cleared. All deficiencies must be addressed prior to requesting/scheduling a follow-up inspection.