

**REQUEST FOR OCCUPANCY OF DWELLING  
PRIOR TO FINAL INSPECTION**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Parcel Number

I certify that I am the owner of the single-family dwelling which is currently under construction at the above address, and I hereby request permission to occupy the incomplete structure prior to its passing final inspection. I understand that, before this request is granted, an inspection must be made and all discrepancies identified by the inspector as significant code violations must be corrected before the Division of Building and Safety will approve occupancy and clear utilities for connection to the building. I also understand that the Division of Building and Safety's approval for occupancy prior to final inspection, if granted, will not relieve me of responsibility for completing the construction of the building in accordance with the requirements of the building codes and all applicable County ordinances and State laws.

In consideration of being granted conditional approval for occupancy, I hereby consent to the recording of a NOTICE OF NONCOMPLIANCE against the aforementioned property. The NOTICE will be filed in the office of the County Recorder to provide for full disclosure of requirements and conditions to prospective buyers of the property.

I understand that my building permit and conditional approval for occupancy will become null and void should I fail to complete all required work and obtain final inspection prior to \_\_\_\_\_ (180 days from the date of approval shown below).

Failure to observe the foregoing time limits and conditions shall constitute grounds for the Division to seek code compliance through legal process.

Date of approval for occupancy \_\_\_\_\_ Approved by \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

MAIN OFFICE, L #1720  
800 South Victoria Avenue, Ventura, CA 93009 (805) 654-2771 FAX (805) 648-9212

BRANCH OFFICE  
East County: 3855-F Alamo Street, L #5915, Room 2019-A, Simi Valley, CA 93065 (805) 582-8064 FAX (805) 582-8085

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Attachment: Sample Copy of NOTICE OF NONCOMPLIANCE

REQUIREMENTS FOR OCCUPANCY OF NEW RESIDENCE  
PRIOR TO FINAL INSPECTION

1. Principal requirements: No health or safety-related code violations may remain uncorrected.
2. Each request for occupancy of a dwelling prior to final inspection shall be made in writing by the owner, on a form provided by this office.
3. All foundations, framing, roof covering, and exterior and interior wall coverings shall be completed.
4. All plumbing waste and vent systems shall be connected to a public sewer or an approved private sewage disposal system.
5. Kitchens shall be equipped with a sink. At least one bathroom shall be equipped with a water closet, a lavatory, and either a bathtub or a shower.
6. The plumbing drainage piping system shall be made gastight by properly sealing or capping openings such as those intended for future installation of fixtures.
7. All plumbing fixtures installed at time of occupancy shall be connected to an approved potable water supply.
8. Hot water and comfort heating appliances shall be installed and operable.
9. All gas piping shall be installed, tested, and connected to appliances.
10. All electrical wiring, panels, and equipment shall be installed. Each habitable room, garage, bathroom, hallway, laundry room and kitchen must have at least one light fixture installed. All required outlets must be installed. All electrical outlets and junction boxes not having fixtures installed at the time of occupancy must be provided with covers, and the conductors therein must be made electrically safe. Exit lights must be installed, and all electrical panel work completed.
11. Landings, stairways, handrails, and guardrails shall be installed.
12. The garage or carport shall be completed. In attached garages, the required firewall must be completed in accordance with IBC standards.
13. All construction features required for compliance with State energy conservation standards shall be complete.
14. All deferred fees and applicable charges shall have been paid.
15. Applicable requirements of County ordinances and of other governmental agencies shall have been met.

NO HEALTH OR SAFETY-RELATED CODE VIOLATIONS SHALL REMAIN UNCORRECTED AT THE TIME OCCUPANCY IS APPROVED. NO UTILITIES SHALL BE CLEARED FOR CONNECTION TO THE BUILDING UNTIL ALL OF THE ABOVE REQUIREMENTS HAVE BEEN MET.

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Building Inspector  
Division of Building and Safety

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Date of Inspection

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Attachment: Sample Copy of NOTICE OF NONCOMPLIANCE

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