



PLANNING & BUILDING DEPARTMENT
 250 FRANK H. OGAWA PLAZA. SECOND FLOOR. OAKLAND, CA. 94612

TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST

*Non-Refundable * \$728.66 Application fee*

JOBSITE ADREESS						
PERMIT NUMBERS						
USE OF PREMISES						
ADDRESS		CITY		STATE		ZIP
TELEPHONE		EMAIL				
PROPERTY OWNER						
REQUESTOR		DURATION REQUESTED		DAYS	VACATE DATE	

We request temporary approval to occupy the premises before final approval. We understand that Final inspection approvals must be obtained before expiration of a temporary occupancy certificate ("vacate date"). Otherwise, the premises must be vacated immediately, or the occupants and owner will be subject to citation and fines and the utilities may be disconnected without further notice.

Describe area if partial occupancy is requested

PERMITEE		DATE	DATE	OWNER/TENANT		DATE	
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For Official Use Only

DEPARTMENT	APPROVAL	SIGNATURE	DATE	CONDITIONS FOR TEMPORARY OCCUPANCY
Transportation				
Public Works				
Fire Prevention				
Planning				
Plumbing				
Mechanical				
Electrical				
Engineering Services				
Building				
<i>Other Agencies</i>				

** fees include 9.5% Records and Management Fee and 5.25% Technology Enhancement Fee*

Approved for Processing YES NO INITIALS

DATE



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UTILITY DISCONNECT REQUEST

JOBSITE ADREESS						
OWNER/TENANT:						
BILLING ADDRESS:		CITY		STATE		ZIP
TELEPHONE		EMAIL				
PURPOSE:						

Please provide all permits issued below:

PERMIT:		PERMIT	
B:		P:	
E:		M:	

Service: GAS ELECTRIC

Disconnect Date:	
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I Request that utility services for my permitted work be temporarily connected for the purpose stated.

I also request that Pacific Gas & Electric disconnect the temporary service(s) without further notice on the date indicated and that the closing invoice be sent to my billing address.

Owner/Tenant Signature

Date

Approved for Processing YES NO INITIALS

DATE