



City of Victorville

Department of Development

Planning • Building • Code Enforcement

14343 Civic Drive
PO Box 5001
Victorville, CA 92393-5001
(760) 955-5105
Fax (760) 269-0072
inspection@ci.victorville.ca.us

Application for Certificate of Occupancy

If any of the following applies to your business, a Certificate of Occupancy is not required:

- Sharing office space with another business
- Operating out of your home (home occupancy)
- Occupying office space at 15437 Anacapa Road

If none of the above apply to your business, please proceed with completing this form in its entirety

Please mark all that apply to your business:

<input type="checkbox"/> New Business	<input type="checkbox"/> Change in Business Name*	<input type="checkbox"/> Change of Address
<input type="checkbox"/> Newly Constructed Building	<input type="checkbox"/> Change in Business Owner*	<input type="checkbox"/> Change of Occupant
<input type="checkbox"/> Existing Building	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Additional Occupancy

*Please provide a copy of the previous Certificate of Occupancy

Business Name (DBA): _____

Business Address: _____ Suite No.: _____

Business Owner (if corporate, use corporate name): _____

Business Owner Mailing Address: _____
Street Address City State Zip Code

Contact Person: _____ Phone No.: _____

Business Type: _____

Previous Use of Building: _____ Date of Start or Change of Business: _____

Length Vacant: _____ Total Area in Building (square feet): _____

No. of Full Time Employees: _____ No. of Part Time Employees: _____ No. of Business Vehicles: _____

No. of Parking Spaces: _____ No. of Accessible Parking Spaces: _____

*If yes to any questions below, please complete the attached Fire Clearance Letter and submit to the Fire Department for approval. It is the applicant's responsibility to then submit the approved Fire Clearance Letter to the Development Department Building Division prior to Certificate of Occupancy issuance.

Does your business have outside storage? Yes* No

Does your business store hazardous materials? Yes* No

Does your business create hazardous materials? Yes* No

Will the locks on the main entry door be changed? Yes* No

Is the building new construction with fire suppression systems (sprinkler system)? Yes* No

Does the building have a new or modified suppression system (sprinkler system)? Yes* No

Notice:

1. This is an APPLICATION FOR CERTIFICATE OF OCCUPANCY ONLY and does not give the right to conduct business or make alterations to the structure. (Alterations require a permit).
2. Mojave Desert Air Quality Management District (MDAQMD) approval signature is required prior to this application being accepted by the City of Victorville. MDAQMD: 14306 Park Ave., Victorville, CA 92392 Fax: (760) 245-2022.
3. If main entry door locks are changed, the building is new construction with fire suppression systems, or the fire suppression system is new or modified, the attached Fire Clearance Letter must be approved by the Fire Department prior to Certificate of Occupancy issuance. It is the applicant's responsibility to then submit the approved Fire Clearance Letter to the Development Department Building Division prior to Certificate of Occupancy issuance.
4. Occupancy of any building is prohibited and a business license will not be issued until the building has been inspected by the Building Division, and a Certificate of Occupancy obtained.
5. Corrections may be required prior to issuance of the Certificate of Occupancy.
6. A \$50.00 processing fee will be paid when this application is submitted.
7. If there are no permits associated with this case (such as a tenant improvement), this application expires 60 days from the date of last activity.



CITY OF VICTORVILLE

Fire Department

14343 Civic Drive
P.O. Box 5001
Victorville, CA 92393-5001
(760) 955-5227
Fax (760) 955-1098
fire@ci.victorville.ca.us

Fire Clearance Letter

Date: _____

I _____, am requesting inspection from the City of
(Applicant)

Victorville Fire Department for the clearance of _____,
(Business Name)

at _____, pertaining to the Certificate of
(Business Location/Address)

Occupancy # OCC _____.

Business Owner: _____

Phone #: _____

Applicants Address: _____

City, State & Zip Code: _____

I certify that the above information is true and correct.

(Signature)

(Date)

For Fire Department Use Only:	
Approved: _____	Date: _____
Denied: _____	Reason for denial: _____

Fire Department Inspector: _____	

LISTING OF PERMIT CATEGORIES

Mojave Desert Air Quality Management District

All businesses require clearance from the MDAQMD before obtaining a Certificate of Occupancy or Building Permit

Chemicals

Organic Gas Sterilizers
Acid Chemical Milling
Can and Coil Manufacturing
Evaporators, Dryers, and Stills
Processing Organic Minerals
Dry Chemical Mixing
Detergent Spray Towers
Bulk Dry Chemical Storage

Coatings and Surface Preparation

Abrasive Blasting Equipment
Coating and painting
Plasma Arc and Ceramic Deposition
Spray Booths
Paint, Stain, and Ink Manufacturing

Combustion

Generators
Piston Internal Combustion Engines
Gas Turbines and Turbine Test Cells and Stands
Incinerators and Crematories
Burn Out Ovens
Core Ovens

Food

Smokehouses
Feed and Grain Mills
Coffee Roasters
Feed and Grain Mills
Bulk Flour and Powdered Sugar Storage

Metal Melting Devices

Oil Quenching and Salt Baths
Hot Dip Galvanizing
Precious Metals Refining
Chrome Plating
Chromic Acid Anodizing

Rock and Mineral

Hot Asphalt and Batch Plants
Sand, Rock, and Aggregate Plant
Concrete Batch, CTB, Concrete Mixers and Silos
Brick Manufacturing

Solvent Use

Vapor and Cold Degreasing
Dry Cleaning
Solvent and Extract Dryers

Other

Asphalt Roofing Tankers
Gasoline and Alcohol Fuel Dispensing
Reverse osmosis Membrane Manufacturing
Aqueous Waste Neutralization
Brake Debonders
Bulk Grain and Dry Chemical Transfer and Storage
Rubber Mixers
Landfill Gas Fare Recovery Systems
Waste Disposal and Reclamation Units
Asphalt Pavement Heaters
Ceramic Slip Casting
Perlite Processing
Oil Field Production
Storage of Organic Liquids
Organic Compound Marketing (gasoline, etc.)
Gasoline and Alcohol Bulk Plants and Terminals
Intermediate Refuelers

- **NOTE:** Other equipment/processes not listed here may require a District permit if they have the potential of emitting air contaminants. If there are any questions, contact the Mojave Desert AQMD @ 760-245-1661.

IF YOU INSTALL OR OPERATE EQUIPMENT WITHOUT A PERMIT, YOU MAY BE SUBJECT TO LEGAL ACTION AND PENALTIES OF UP TO \$25,000 FOR EACH DAY OF VIOLATION.