



# ROUTING INFORMATION

## CERTIFICATE OF OCCUPANCY

**BUILDING & SAFETY**  
**8353 SIERRA AVE, FONTANA, CA 92335**  
**(909) 350-7640 FAX: (909) 350-7676**

Routing will be initiated by the Building & Safety Division. The Building Inspector will send a request to each Department/Division requesting approval to release the Certificate-of-Occupancy. After all Departments/Divisions have approved/released the project for occupancy, the Building & Safety Division will notify the appropriate Utility companies and issue a Certificate-of-Occupancy as applicable. **It is the responsibility of the Contractor/Applicant to contact the Departments/Divisions to schedule the required inspections.**

NOTE: Certificate-of-Occupancy's are not issued for Group R-3 & U Occupancies: Single Family Dwellings, Duplexes and/or Private Residential Garages, etc. Occupancy for these types of structures is approved/released when the Building Inspector signs off Inspection Type 899—Permit Final.

DEPARTMENT / DIVISION	CONTACT	TELEPHONE
<b>BUILDING &amp; SAFETY</b> <sup>1</sup>	<b>INSPECTOR OF RECORD</b>	<b>(909) 350-7640</b>
<b>ENGINEERING / PUBLIC WORKS</b> <sup>2</sup>	<b>DAVID JIMENEZ</b>	<b>(909) 350-6555</b>
<b>ENGINEERING / LANDSCAPE &amp; PARKS</b>	<b>DAVID JIMENEZ</b>	<b>(909) 350-6555</b>
<b>ENGINEERING / LAND DEVELOPMENT</b> <sup>3</sup>	<b>PROJECT ENGINEER</b>	<b>(909) 350-7640</b>
<b>ENVIRONMENTAL</b> <sup>3</sup> (pretreatment)	<b>SAL ROMERO</b>	<b>(909) 428-8809</b>
<b>FONTANA FIRE PREVENTION</b>	<b>CASSANDRA WEBER</b>	<b>(909) 428-8897</b>
<b>PLANNING</b>	<b>RENA SWEENEY</b>	<b>(909) 350-6524</b>

- NOTES:
1. Building & Safety is responsible for *On-Site* Inspections.
  2. Engineering/Public Works is responsible for *Off-Site* Inspections.
  3. **Single Family Residential projects do not require a field inspection.**