



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
 Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
 Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

REQUIRED CLEARANCES BEFORE FINAL BUILDING INSPECTION APPROVAL FOR COMMERCIAL & INDUSTRIAL BUILDINGS

Building Permit #: _____
 Property Address: _____
 Owner/Tenant: _____
 Contact: _____ Phone: _____

The occupancy and/or gas meter will be released by the Building Division only after the following City Divisions/Departments and County agency have signed below indicating their requirements have been satisfied. Additionally, the insulation certificates and if applicable a copy of the elevator certificate must be submitted with this completed form. Business owner should apply, if necessary, for a Certificate of Occupancy and Business License with the City Finance Department.

Departments/Agency	Signature of Representative	Date
Finance Department (805) 449-2200		
Public Works Department (805) 449-2400		
Public Works Recycling (805) 449-7283		
Planning Division (805) 449-2323		
Triunfo Sanitation District (805) 658-4690		
Ven. Co. Fire Department (805) 389-9744		
Ven. Co. Environmental Health Div. (805) 654-2813		
Insulation Certificate	Submit Certificate of Insulation to Building Division	

After all of the required signatures have been obtained, deliver this form to the Building Inspector for your project.