



CERTIFICATE OF OCCUPANCY RESEARCH REQUEST

**** For Questions, call (805) 449-2500****

The City of Thousand Oaks will research historical information on Certificate of Occupancies issued for a particular location upon receipt of this request. Please note that copies of the Certificates are not kept on file. We will, therefore, provide you with the date the Certificate was issued.

REQUESTOR INFORMATION:

Name & Organization: _____
Address (and Suite): _____
City: _____ State: _____ ZIP: _____
Phone: (_____) _____ Fax: (_____) _____
Email: _____

REQUEST:

Business Address (include suite): _____
Business Name (optional): _____
Please indicate the time period you would like researched: _____

NOTE: Research requests will be processed within two to four weeks from date request is received.

FEE:

- **\$39 for Simple:** One address, no history
 - **\$78/hour for Complex:** One or more addresses with history
- Note: minimum fee of \$39 due at time request is filed or prior to sending of documents

FOR OFFICE USE ONLY:

Date Received: _____ Date Completed: _____ Completed by: _____
For a complex request: Estimated Time to Complete: _____ hours
Actual Time to Complete: _____ hours
Amount Received: \$ _____ Receipt #: _____