



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

CERTIFICATE OF OCCUPANCY APPLICATION

Submit this Application to Finance with your Business License Application

For submittal questions, call (805) 449-2201.

For application status, call (805) 449-2500.

Business Name: _____		
Business Owner: _____		
Business Address (Include Suite): _____		
City: _____	State: _____	ZIP: _____
Business Phone: (____) _____		Other: (____) _____
Email: _____		
List products and/or services to be provided: _____		
Proposed Bldg. Use: _____		Date Business Opening: _____
Floor Area (Sq. Ft.): _____		Number of Employees: _____
Type of Equipment to be Used: _____		
Is There Any Storage or Handling of Hazardous Materials? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Give the Quantities and Nature of Use: _____		

I declare under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and understand that the information is subject to verification.

Signature: _____ Title: _____ Date: _____

FOR CITY USE ONLY				
Department	Date Received	Same Location/Address Change		Business License Control #:
Finance		Yes / No		
Department	Approved by	Denied by	Date	Use Zone
Planning				
Comments/Remarks:				
Department	Approved	Denied	Date	Remarks
Building				
Occupancy Type:		Design Occ. Load:		Type of Construction:
Administration				
Entered by:		Entered Date:		Appx Mail Date: