



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

OCCUPANCY & GAS METER RELEASE FOR RESIDENTIAL PROJECTS

Building Permit #: _____ Tract #: _____ Lot #: _____

Property Address: _____

Is this property a: Single-Family Home, a Condo/Townhouse, or Other: _____

Owner/Developer: _____

The occupancy/gas meter will be released by the Building Division only after the following City Departments and County agency have signed below indicating their requirements have been satisfied, and approval of final building inspection. Additionally, the insulation certificates must be submitted with this completed form.

Departments/Agency	Signature of Representative	Date
Planning Division (805) 449-2323		
Public Works Department (805) 449-2400		
Public Works Recycling (805) 449-7283		
Triunfo Sanitation District (805) 658-4690		
Fire Department (805) 389-9744		
Finance Department (805) 449-2201		
Insulation Certificate (Attach to this Form)	Submit Certificate of Insulation to Building Division	

After all of the required signatures have been obtained, deliver this form to the Community Development Department, Building Division for release of the gas meter.

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