



**City of San Diego  
Development Services**  
1222 First Ave., MS-401  
San Diego, CA 92101

# Request for Certificate of Occupancy for an Existing Building

**FORM  
DS-6003**

**September 2017**

The City of San Diego issues Certificates of Occupancy for non-residential and Multi-Family buildings upon final inspection approval. To request a copy of a Certificate of Occupancy for an existing building from records division, submit a request online using the [Building Records Request Form](#). Customers may also visit the DSD Records Division at 1222 1st Avenue on, 2nd floor. Appointments may be scheduled by calling (619) 446-5200.

If a copy of the original Certificate of Occupancy is not available in the Records Division office, complete this form, attach all documentation, and pay fees per Section V of [Information Bulletin 585](#) at the Inspection Services office at 9601 Ridgehaven Court, Suite 220, San Diego, CA, 92123.

### Section I: Building Information

Project Address: \_\_\_\_\_

Project Number: \_\_\_\_\_ Approval Number: \_\_\_\_\_ Date: \_\_\_\_\_

This written request shall include all supporting documents:

- Copies of existing permits;
- Copy of inspection record card;
- Others: \_\_\_\_\_
- Documentation to verify and confirm that the original building was permitted and received final inspection approval.

### Section II: Applicant Contact Information

Please  E-mail or  mail the certificate to:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

The Inspection Services office will process the request within three weeks from the date the request is received. If documentation is not found to demonstrate that a final inspection approval was issued, a new building permit may be required.

### FOR OFFICIAL USE ONLY

- Copy of Certificate of Occupancy verified and copy sent.
- Copy of Certificate of Occupancy cannot be issued per your request; new building permit will be required to establish the occupancy.

City Staff: \_\_\_\_\_

Date: \_\_\_\_\_