



CERTIFICATE OF OCCUPANCY AND CODE COMPLIANCE

PURPOSE: The intent of the Occupancy Inspection Program is to permit the City to inspect dwellings for compliance with the City's housing code, the zoning code (e.g. illegal use of structures as second or additional units), and other ordinances of the City relating to health and safety of residents. (PMC Sec. 14.16.050)

PASADENA MUNICIPAL CODE 14.16.030 (Required)

No person shall occupy, change the use of or sell, exchange, rent, lease or otherwise permit any unit which is hereafter vacated by the occupant thereof to be reoccupied until a certificate of occupancy, or temporary certificate of occupancy is issued by the administrator. With respect to single-family units and duplexes, such inspection shall occur each time the unit is sold, rented, leased or exchanged.

AN APPLICATION FOR INSPECTION SHALL BE VOID IF THE OWNER FAILS TO CORRECT ALL DEFICIENCIES AND CALL FOR INSPECTION WITHIN SIX MONTHS OF THE FILING DATE.

SIGNATURE OF APPLICANT OR AGENT

DATE

ADDRESS OF PROPERTY TO BE INSPECTED		RECEIVED BY	DATE
PROPERTY OWNER'S NAME		CASE NO:	
PROPERTY OWNER'S ADDRESS		SINGLE FAMILY DWELLING <input type="checkbox"/>	NO. OF UNITS <input type="checkbox"/>
CITY STATE ZIP CODE	PHONE		
APPLICANT'S NAME		MULTIPLE FAMILY DWELLING <input type="checkbox"/>	NO. OF UNITS <input type="checkbox"/>
APPLICANT'S ADDRESS		SALE <input type="checkbox"/>	
CITY STATE ZIP CODE	PHONE	RENTAL <input type="checkbox"/>	FEES:
CONDITIONS / COMMENTS		<input type="checkbox"/> CREDIT CARD	
RECEIPT NUMBER		<input type="checkbox"/> CASH <input type="checkbox"/> CHECK	
		INSPECTION APPOINTMENT	
		DATE:	
		TIME:	
		INSPECTOR:	