



Community Development Department  
Building Division  
69-825 Highway 111  
Rancho Mirage, CA 92270  
(760) 202-9253

## **Use and Occupancy Requirements for Commercial Buildings**

### **1. Requirements prior to FOOTING INSPECTION:**

New Construction will require the attached certification form be stamped and signed by a surveyor to verify set backs.

Signed certification to be in City Building Division file prior to footing inspection.

### **2. Requirements during construction.**

When an inspection is requested:

- a. Approved plans & job card must be available on site, posted in a conspicuous place.
- b. Street address and suite number must be posted.
- c. Call inspection line (760) 202-9852 with address, correct permit number & type of inspection requested.
- d. Access to Building/Site.

### **3. Requirements for Final of building by Building and Safety**

#### **FINALS ON SINGLE TENANT BUILDINGS:**

- a. **Business license required for contractor & all subs prior to a job final. (See attached card).**
- b. Exterior & Interior of job site clean & cleared of all construction debris.
- c. Call Public Works Department for final inspection, & have job card signed off.
- d. Call Planning Division for final inspection, & have job card signed off.
- e. Call Fire Department for final inspection & have job card signed off. (If applicable)
- f. Call Health Department for final inspection & have job card signed off. (If applicable)
- g. Call for Building final inspection when all work and inspections are completed and signatures obtained on job card.
- h. Building Gas will not be released until all of the above requirements have been met & building finalized by the Building & Safety Division. **{Exception: restaurants requiring testing of equipment by Fire & Health Departments}**

#### **FINALS ON SHELL BUILDINGS:**

See above requirements

#### **FINALS ON TENANT IMPROVEMENT (T.I.) BUILDINGS:**

- a. **Shell buildings** must final first.
- b. **No** utilities will be released on tenant improvements until the T.I. has a building final signed off on the job card.

**NO BUILDING WILL OPEN FOR BUSINESS UNTIL ALL APPROVALS ARE SIGNED OFF ON THE JOB CARD AND BUSINESS LICENSE/CERTIFICATE OF OCCUPANCY HAS BEEN OBTAINED.**

**I have read, understand & agree to comply with the above Requirements.**

\_\_\_\_\_  
**Signature of Owner or Contractor/Rep**

\_\_\_\_\_  
**Printed Name**