



City of Burbank - COMMUNITY DEVELOPMENT DEPARTMENT  
**BUILDING & SAFETY DIVISION**

**TEMPORARY CERTIFICATE OF  
OCCUPANCY APPLICATION**

ACTIVITY NO.  
**BS**

JOB ADDRESS	DATE
PROPOSED USE OF BUILDING	

(THIS IS AN APPLICATION ONLY. WORK IS NOT AUTHORIZED UNTIL FEES HAVE BEEN PAID AND A PERMIT HAS BEEN ISSUED.)

OWNER		CONTRACTOR/AGENT	
ADDRESS		ADDRESS	
CITY/ STATE/ ZIP		CITY/ STATE/ ZIP	
PHONE	CELL PHONE	PHONE	CSLB LICENSE
E-MAIL		E-MAIL	
PROJECT VALUATION			
BOND AMOUNT			

**REASON FOR TEMPORARY PERMIT:**

- ☐ TEMPORARY RESIDENTIAL OCCUPANCY
- ☐ OPEN FOR BUSINESS
- ☐ TRAINING
- ☐ STOCKING
- ☐ OTHER:

**WHEN REQUESTING ONLY A PORTION OF THE BUILDING, DESCRIBE IN DETAIL THE AREA YOU ARE REQUESTING:**

**I DECLARE THAT THE INFORMATION STATED ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

THIS FORM, WHEN APPROVED, GRANTS THE ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY FOR 180 DAYS OR AS OTHERWISE STIPULATED AND **MUST BE RENEWED PRIOR TO EXPIRATION DATE** TO RETAIN THE TEMPORARY OCCUPANCY STATUS.

I, THE UNDERSIGNED BEING THE OWNER OR OWNER'S AGENT, AGREE TO INDEMNIFY, DEFEND, AND SAVE FREE AND HARMLESS THE CITY OF BURBANK, ITS OFFICERS, AGENTS, EMPLOYEES, AND REPRESENTATIVES FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LOSS, ACTIONS, OR CAUSES OF ACTIONS WHICH MAY BE ASSERTED, PROSECUTED, OR ESTABLISHED AGAINST THEM, OR ANY OF THEM, OR WHATSOEVER KIND OR NATURE, ARISING OUT OF OR ATTRIBUTABLE TO, OR IN ANY MANNER CONNECTED WITH THE TEMPORARY OCCUPANCY. I FURTHER ACKNOWLEDGE THAT THE ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY REQUIRES THAT COMPLETION OF CONSTRUCTION BE DONE IN A TIMELY MANNER AND THAT ALL UTILITIES MAY BE TURNED OFF FOR ANY HAZARDOUS CONDITIONS OF FOR NOT COMPLETING THE CONSTRUCTION. I INTEND TO OBTAIN MY CERTIFICATE OF OCCUPANCY BY (DATE):

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND I AGREE TO COMPLY WITH ALL ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION.

**SIGNATURE OF OWNER OR OWNER'S AGENT:**

**DATE:**

**RELEASE SIGNATURES**

FIRE MARSHALL	DATE
BUILDING INSPECTOR	DATE
SUPERVISOR'S APPROVAL	DATE

**COMMENTS**

**THIS CERTIFIES THAT AFTER THE ABOVE INSPECTIONS ARE APPROVED, THIS BUILDING OR PORTIONS THEREOF, AS REQUESTED ABOVE, COMPLY FOR TEMPORARY OCCUPANCY FOR THE USE AS STATED:**

**BUILDING OFFICIAL**

**DATE:**

**THIS TEMPORARY CERTIFICATE OF OCCUPANCY EXPIRES ON:**