



City of Chino
Development Services Department
13220 Central Avenue
Chino, CA 91710
Phone: (909) 334-3251
Fax: (909) 334-3729

Tenant Occupancy Permit Processing Procedures

The information below is being provided to facilitate occupancy for your new business.

Occupancy Permit Application Procedure

1. Complete permit application.
2. Plans shall be submitted on-line for plan check. Provide two (2) copies of the site plan with parking shown (usually provided in your lease package or available from your property management representative).
3. Provide two copies of a detailed floor plan with the following:
 - Dimensions of the unit, and of all rooms or partitioned areas. Any partitions over 5'9" inches in height will require plans and a tenant improvement permit. Indicate the location of any movable partitions you will be installing that are less than 5'9" in height.
 - Label uses of all areas (i.e., restroom, office, lobby, shipping, warehouse, etc.)
 - Indicate location and height of any shelving or storage racks. Storage racks exceeding 8' in height will require an engineer's design. For shelving, provide manufacturer's installation instructions.
4. Obtain the Planning Division's approval on your application and bring to the Building Division counter for approval of your plan and payment of fees.
5. Contact the Chino Valley Fire District to obtain their approval, and to request Fire Department inspection.

Building Inspection Procedure

1. After receiving a final Fire Department inspection and approval, you may call for a building inspection at (909) 334-3252 before 3:00 pm to schedule inspection for the next working day. You or your representative will need to provide access to the unit for inspection.
2. The Building Division will notify Edison and the Gas Company that service may be set for your building or unit. Contact Edison after you have received a building division final approval and request service. Contact the Gas Company if you require gas service.
3. A Certificate of Occupancy will not be processed without a valid Business License. You are required to post your business license and your Certificate of Occupancy in your unit.