



Building and Safety Department  
1 Town Square, Murrieta, CA 92562  
Telephone 951-304-CITY Website: www.murrieta.org

## Tenant Occupancy Permit Processing Procedures

Murrieta...It's a great place to grow! That's the city's slogan, and from a business perspective, it's totally relevant. This is after all, one of the fastest growing regions in the nation. The information below is being provided to facilitate occupancy for your new business.

### Occupancy Permit Application Procedure

1. Complete a Building Department permit application and Tenant Disclosure Form.
2. Provide two 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 leased space and of all rooms or partitioned areas. Any partitions over 5'9" in height, will require plans, details and a tenant improvement permit. Indicate the location of any partitions you will be installing that are less than 5'9" in height.
  - Label uses of all existing areas (i.e., restroom, office, lobby, shipping, warehouse, etc.)
  - Indicate all locations and heights of any new shelving or storage racks. Storage racks exceeding 8' in height will require an engineer's design. For other shelving, provide manufacturer's Installation instructions.
4. Obtain the Planning Department's approval on your application and bring to the Building & Safety Department counter for approval of your plan and payment of fees.
5. A building permit will not be issued without a valid City of Murrieta Business License.

### Building Inspection Procedure

1. You may call for a building inspection at 461-6050 before 3:30 pm to schedule an inspection for the next working day. You or your representative will need to provide access to the unit for inspection.
2. The Building and Safety Department will notify Edison and/or the Gas Company, after a scheduled Electric Meter Release, or Final inspection from the Building & Safety Department. Verification of suite address/identification is essential. It may take one to two business days for utility releases to clear.
3. Contact SoCal Edison only after you have received a Building Department inspection signed approval to request service. Contact the Gas Company if you require gas service.
4. When utilities have been established, contact the Murrieta Fire Department to request a Fire Department inspection. After a Fire Department Final Inspection, call and schedule a Building Department Final Inspection.
5. A Certificate of Occupancy will be mailed to you after all Final Approvals are obtained.
6. You are required to post your business license and your Certificate of Occupancy in your leased space.

### List of Useful Telephone Numbers

City of Murrieta Building & Safety Department	(951) 461-6053
City of Murrieta Fire Department	(951) 304-3473
City of Murrieta Business License	(951) 461-6042
Southern California Edison	(951) 928-8290
The Gas Company	1 800 228-7377
Verizon (Telephone Service)	1 800 483-5000
Chamber of Commerce	(951) 677-7916