



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

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Certificate of Occupancy Procedure Policy

At least ten working days before you anticipate completion of the project:

- Obtain the appropriate goldenrod (yellow) copy of the Town's Release for Occupancy
- Secure sign-offs of the agencies identified.
- When all agencies have signed off the Release, return the form to the Town Offices. The Building Inspector's signature is always the last signature obtained.
- When all agencies and Town Divisions have signed off the release, a Certificate of Occupancy will be issued. Please allow 5 to 7 working days for processing. Staff will contact you for pick-up.