



## Certificate of Occupancy Information

A Certificate of Occupancy is required whenever a new business is established or a change of use occurs in an existing building or tenant space. A Certificate of Occupancy is **not** required when you are renewing an existing business license and you already have a Certificate of Occupancy or when you are applying for an exempted home occupation.

Please complete the attached forms and return them in person, with required fees, to the Development Services Center located at 200 Civic Center Drive. Mailed forms will not be accepted.

A Building Inspector will make an inspection of your new business location. This inspection will verify that the Building is in compliance with health and safety requirements. A San Diego Regional Hazardous Materials questionnaire must be completed whenever a Certificate of Occupancy is required. This questionnaire has been included for your convenience. If your business will use, process, or store hazardous materials, or if your business fits the descriptions listed in the San Diego Regional Hazardous Materials questionnaire, you must obtain the approval of Hazardous Materials Management Division, the Vista Fire Department, or the Air Pollution Control District, depending upon which categories your business falls under.

The Development Services Center is open Monday – Thursday 7:30 a.m. to 5:30 p.m. and alternate Fridays 7:30 a.m. to 4:30 p.m.

If you have questions regarding this information, please contact:

City of Vista Development Services Center	760-643-5395
Hazardous Materials Management Division	619-338-2222
Air Pollution Control District	858-586-2600
Vista Fire Department	760-726-2144