



DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT

BUILDING AND SAFETY SERVICES DIVISION
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JENNIFER K. CLARK
DEPARTMENT DIRECTOR

HOLD ON OCCUPANCY

DATE: _____
TO: BUILDING OFFICIAL
FROM: _____
Address: _____
APN: _____
Tract/Lot: _____

This is a request to WITHHOLD OCCUPANCY at the above address, APN or Tract/Lot No. for the following reasons:

- [] This action is being taken at the request of _____ Owner/Agent for favorable consideration of _____ permit application prior to satisfying the conditions of approval of special permit No. _____. (It is understood that a nonrefundable fee, in accordance with the Master Fee resolution, will be charged to release this hold on occupancy.)
[] A refundable cash deposit may be accepted in the amount of \$ _____ in lieu of work being done prior to occupancy.
[] A refundable cash deposit may NOT be taken because the condition is hazardous to life and property.
[] A refundable cash deposit may NOT be taken because of the requirements of the Subdivision Agreement

Acknowledged by: _____ Date: _____

Building Official Signature Action Date