Project Project No.

Contractor Contract No.

Architect Date

**CERTIFICATION OF OCCUPANCY & COMPLETION / RELEASE OF RETENTION**

*(Use this form in conjunction with the Project Closeout Checklist, Form 702.02P. The project team shall   
certify by signing below at each of the following junctures: occupancy, completion, and release of retention.)*

**Certification of Occupancy**: *(attach occupancy field instruction)*

Permit Number: {#} ; Campus, Master Plan Bldg. No. or Address: {CSUXX, MP Bldg No. or address}

Code Edition: {yyyy} ; Occupancy Classification and Use: {xxxx} ; Construction Type: {type} ;

Occupant Load: {#} ; Automatic Sprinkler: 🞎 Yes 🞎 No

*CSU approval is hereby granted, and the above-referenced facility may be lawfully occupied for the intended use per the approved Document Set.*

{Name}, Campus Deputy Building Official Date

**Certification of Completion:** *(to file Notice of Completion)*

*Each of the undersigned certifies, to the best of his/her knowledge, and in accordance with the Contract Documents and the accepted standard of practice, that the above-referenced construction is complete in all respects. A Notice of Completion may be filed with the County Recorder. A cessation of labor has occurred on the project.*

{Name}, Contractor Date

{Name}, Inspector Date

{Name}, Architect Date

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{Name}, Project Manager Date

{Name}, University Construction Administrator Date

**Release of Retention:** *(for release of retention)*

*Each of the undersigned authorizes release of 100% retention held on the above-referenced Contract.*

{Name}, Project Manager Date

{Name}, University Construction Administrator Date

{Name}, University Procurement Department Date