

BUSINESS REGISTRATION

CERTIFICATE OF USE & OCCUPANCY REQUIREMENTS



IMPORTANT NOTE: THE FOLLOWING REQUIREMENTS APPLY TO:

- ALL NON-RESIDENTIAL BUILDINGS, TENANT SUITES, AND SUBLET SPACES (PLEASE CONTACT THE BUILDING DIVISION FOR EXCEPTIONS)
- ADDRESSES WHERE **NO** TENANT IMPROVEMENTS ARE BEING MADE
- ADDRESSES WHERE A PREVIOUS CERTIFICATE OF OCCUPANCY WAS ISSUED FOR THE SAME USE (CHANGE IN OWNERSHIP & BUSINESS NAME CHANGE)

REQUIREMENTS

1. APPLICATIONS FOR A CERTIFICATE OF OCCUPANCY WILL ONLY BE ACCEPTED AT THE CITY HALL FRONT COUNTER MON-THUR FROM 8:00 A.M. TO 12:00 P.M. AND 1:00 P.M. TO 4:00 P.M. AND FRIDAY FROM 8:00 A.M TO 12:00 P.M. (ALL APPLICATIONS RECEIVED VIA MAIL WILL BE RETURNED)
2. A CERTIFICATE OF USE AND OCCUPANCY APPLICATION MUST BE COMPLETED PRIOR TO SUBMITTAL. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. ALL COMPLETED APPLICATIONS WILL BE REVIEWED OVER-THE-COUNTER BY THE BUILDING DIVISION.
3. PLEASE PROVIDE ONE FULLY-DIMENSIONED FLOOR PLAN FOR EACH FLOOR OCCUPIED BY THE BUSINESS. THE FLOOR PLAN SHALL INCLUDE LABELS FOR EACH ROOM, AND INDICATE THE LOCATION OF DOORWAYS, WALLS, WINDOWS, AND FIXTURES. THE FLOOR PLAN SHALL BE PROVIDED ON A 8.5" X 11" SHEET OF PAPER FOR REVIEW BY THE PLANNING AND BUILDING DIVISIONS.
4. OBTAIN A "WILL SERVE LETTER" FROM THE GOVERNING WATER DISTRICT. PLEASE CONTACT SANTA MARGARITA WATER DISTRICT (949-459-6503) or TRABUCO CANYON WATER DISTRICT (949-858-0277) FOR FURTHER INFORMATION. PLEASE CONTACT THE BUILDING DIVISION TO DETERMINE THE APPLICABLE WATER DISTRICT FOR YOUR BUSINESS.
5. PLANNING DIVISION APPROVAL IS REQUIRED PRIOR TO ISSUANCE. PLEASE CONTACT THE PLANNING DIVISION AT 949-635-1800 EXT. 6705.
6. A ONE TIME FEE OF \$238.75 WILL BE COLLECTED AT TIME OF APPLICATION SUBMITTAL AND MUST BE PAID BY CREDIT CARD OR CHECK MADE PAYABLE TO "CITY OF R.S.M."
7. YOU MUST SCHEDULE AN INSPECTION WITH THE CITY BUILDING DIVISION BY CALLING 949-635-1800 EXT. 6100 WITHIN 180 DAYS OF ISSUANCE.
8. ONCE THE INSPECTION HAS BEEN COMPLETED, A FINAL CERTIFICATE OF USE AND OCCUPANCY WILL BE CREATED AND WILL BE MAILED TO THE APPLICANT WITHIN 30 DAYS OF THE FINAL INSPECTION DATE.

CITY OF RANCHO SANTA MARGARITA

Certificate of Use & Occupancy Permit Application/Update

BUSINESS INFORMATION	
Business Name: _____	
Business Address: _____	
Business Phone: _____	
Mailing Address: _____	
Website: _____	
Type of Business: _____	Standard Industry Code: _____
Detailed Description of Business: _____	
Business Hours and Days: _____	
Number of Employees: _____	Occupancy Load: _____
Number of Restrooms: _____	Occupancy Group: _____ Building Code Year: _____
Number of Parking Spaces: _____	Does this Building have fire sprinklers installed? No <input type="checkbox"/> Yes <input type="checkbox"/>
Total Existing Square Footage: _____	Tenant Improvement Area: _____
Square Footage By Use: _____ % Retail _____ % Office _____ % Storage _____ % Other _____	

INDUSTRIAL UTILIZATION	No	Yes
Will any toxic, hazardous, flammable liquids, chemicals or any solid materials be stored at this location?		
Will any materials or chemicals be manufactured or fabricated at this location?		
Does your business require a Storm Water Pollution Prevention Plan (SWPPP)?		
If YES, please provide date submitted to the City: _____		
IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS ABOVE, PLEASE EXPLAIN IN DETAIL (if necessary, use reverse side):		

CONTACT INFORMATION	
<p style="text-align: center;">Business Owner</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>	<p style="text-align: center;">Building Owner or Management Company</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
<p style="text-align: center;">Emergency Contact #1</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Cell Ph: _____</p>	<p style="text-align: center;">Emergency Contact #2</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Cell Ph: _____</p>

I certify that the above information is true to the best of my knowledge.

Applicant Signature (Required) _____ Date _____

FOR CITY USE ONLY	
Planning	<div style="display: flex; justify-content: space-between;"> Approved By: _____ Date: _____ </div>
Building	<div style="display: flex; justify-content: space-between;"> Approved By: _____ Date: _____ </div>