

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			
Business Owner		Building Owner or Management Company	
Name: _____	Name: _____		
Address: _____	Address: _____		
Phone: _____	Phone: _____		
Fax: _____	Fax: _____		
E-mail: _____	E-mail: _____		
Emergency Contact #1			
Name: _____	Name: _____		
Phone: _____	Phone: _____		
Cell Ph: _____	Cell Ph: _____		
Emergency Contact #2			

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

Applicant Signature (Required) _____ Date _____

FOR CITY USE ONLY		
Planning	Approved By: _____	Date: _____
Building	Approved By: _____	Date: _____