



CERTIFICATE OF OCCUPANCY

APPLICATION

DEVELOPMENT SERVICES DEPARTMENT
 150 SOUTH PALM AVE, RIALTO, CA 92376
 (909) 820-2505 FAX (909) 873 - 4814

Business Contact Information

<u>Company/Business Name:</u>		<u>Applicant Name:</u>	
		<u>Planned Start Date of Business:</u>	
<u>Business Address:</u>			
		<u>Project #</u>	
<u>Business Phone:</u>	<u>Email:</u>	<u>Alt. Ph #:</u>	
<u>Mailing Address other than business (if any):</u>			
<u>Address:</u>	<u>City:</u>	<u>State:</u>	<u>Zip:</u>

Business Information

Check all that apply: Sole Proprietor Partnership Corporation New Business

Change of Ownership Change of Business Name Change of Use Additional Occupancy

Business Type: Apartments Commercial Industrial Home Occupancy Office

Business Description:

Total Sq. Ft. Occupied: _____ Total Employees: _____ How Long Vacant _____

No. of Disabled Parking Spaces: _____ Number of off street Parking Spaces: _____

Previous Use of Building _____

Business Materials Used:

(Check all that apply, indicate size, type or quantity):

___ Acid ___ Chemical Solvents ___ Explosive Materials ___ Corrosive Chemicals ___ Flammables

___ Spray Booth ___ Medical Gas ___ Grease Trap ___ Lead Acid batteries ___ Cryogenic Materials

Quantity Used Per Month: _____ Quantity Stored Per Month: _____

I HEREBY CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT.

Sign _____ **Print Name** _____ **Date** _____

Note: This certificate will not be approved and issued until all applicable permits, fees, inspections and required corrections have been completed. Please allow up to three weeks for processing.

Official Use Only

Zoning _____ Occupant Load _____ Conditional Use Denied at above Location

Restrictive Uses:

Division Approvals	Initials	Print Full Name	Date
Building:			
Planning:			
Engineering:			
Fire:			



Certificate of Occupancy Application

Prior to the issuance of a business license, a certificate of occupancy is required. Pursuant to Rialto Municipal Code Section 5.04.220, when a business applies for a business license, the business premises shall be inspected for safety, fire protection, plumbing, electrical wiring and zoning and other health and safety violations.

If violations are found, the owner of the premises shall be served with a notice of violation and given a reasonable time not to exceed ninety (90) days to bring the premises up to code requirements. No business license shall be issued until the applicant has corrected any violations and obtained a certificate of occupancy.

The attached is an application to obtain a certificate of occupancy. The process is as follows:

- 1) Applicant must fully complete the entire application prior to submission.
- 2) A fee of \$80 is required (Fee Resolution #5222) as part of the application submittal.
- 3) The application is first reviewed by the Planning Division to determine compliance with the Zoning Code.
- 4) Contact the Building Division and the Fire Department to conduct an inspection of the building/site. Contact information is below.
- 5) An inspection by City's sewer waste contractor is required for any chemical or liquid that is used that may drain into the sewer system. Contact information is below.
- 6) Once the Planning Division, Building Division, Rialto Water Company (if required) and Fire Department approve the use and building conditions, the applicant is permitted to occupy the building/site.

Contact Information:

Contact for Inspection

- 0 Building Division – (909) 820-2505
- 0 Fire Department – (909) 820-2501
- 0 City's sewer waste contractor - (909) 877-2752

Planning Division – (909) 820-2535
Business License – (909) 820-2517