

CERTIFICATE OF OCCUPANCY APPLICATION



DATE _____ PERMIT NUMBER _____

BUSINESS NAME _____ TYPE OF BUSINESS _____

ADDRESS _____

NAME OF BUSINESS OWNER(S) _____

ADDRESS (IF DIFFERENT FROM ABOVE) _____

PHONE _____ EMAIL _____

OWNER OF BUILDING _____

ADDRESS _____

PHONE _____ EMAIL _____

DESCRIBE EXACT USE OF BUILDING: _____

PREVIOUS USE OF BUILDING/SUITE _____

APPLICANT ACKNOWLEDGEMENT

Applicant agrees that the Certificate of Occupancy shall be posted in a conspicuous location, and will operate subject to the City's issuance of the Certificate of Occupancy.

I, _____, hereby agree to comply with the above-described terms in this Application for Certificate of Occupancy.

_____ DATE _____

APPLICANT

CITY STAFF USE ONLY (PLEASE SIGN AND DATE IF APPROVED)

BUS LICENSE _____ DATE _____ ENGINEERING _____ DATE _____

BUS LIC. NUMBER _____ FIRE _____ DATE _____

PLANNING _____ DATE _____ EMWD _____ DATE _____

HEALTH DEPT _____ DATE _____ BUILDING _____ DATE _____

REMARKS _____



DATE _____		PERMIT NUMBER _____	
ADDRESS _____			
BUSINESS NAME _____			
INTENDED BUSINESS USE _____			
IS THIS A NEW BUSINESS IN THE CITY OF MENIFEE?	YES	NO	(CIRCLE ONE)
ARE YOU THE FIRST TENANT TO OCCUPY THIS SPACE?	YES	NO	(CIRCLE ONE)
IS THE BUILDING EQUIPPED WITH FIRE SPRINKLERS?	YES	NO	(CIRCLE ONE)
SQUARE FOOTAGE _____			
NUMBER OF EMPLOYEES _____			
NUMBER AND LOCATION OF RESTROOM FACILITIES _____			
LIST ANY TOXIC CHEMICALS, FLAMMABLE/COMBUSTIBLE LIQUIDS OR GASES USED OR STORED WITH MSDS SHEETS AND QUANTITIES OF EACH BELOW OR ON A SEPARATE ATTACHED SHEET(S):			
<ul style="list-style-type: none"> • ARE YOU MAKING ANY IMPROVEMENT TO THE SUITE OR BUILDING OTHER THAN PAINTING, PAPERING, FLOOR COVERING, MOVABLE CASES, SHELVING OR PARTITIONS NOT OVER 5' 9" HIGH? <div style="text-align: right;">YES NO (CIRCLE ONE)</div> • APPLICANT SHALL OBTAIN ALL REQUIRED CLEARANCES AND/OR APPROVALS FROM THE APPROPRIATE WATER DISTRICT AND FIRE DEPARTMENT PRIOR TO ISSUANCE OF ANY BUILDING PERMITS 			
SIGNATURE _____		DATE _____	
PRINT NAME _____			
TENANT / OWNER / CONTRACTOR / ARCHITECT / ENGINEER (CIRCLE ONE)			
CITY STAFF USE ONLY			
OCCUPANCY GRP		TYPE OF CONST	STAFF INITIALS