

	CITY OF DANA POINT COMMUNITY DEVELOPMENT, BUILDING AND SAFETY 33282 Golden Lantern, Suite 209 Dana Point, CA 92629 949 248-3564 www.danapoint.org	A004-C OF O
		2022 CALIFORNIA CODES CODE CYCLE
		PERMIT NUMBER
		SUBMITTAL DATE
CERTIFICATE OF OCCUPANCY APPLICATION		

PROJECT INFORMATION			
Business Name:			
Type of Business:			
Business Address:			
Provide SIC Code:		See website to locate code: www.osha.gov/pls/imis/sicsearch.html	
Occupancy Group:	No. of Stories:	Square footage:	Type of Construction:
Occupancy Load:	Fire Sprinklers Installed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
NEW BUSINESS OWNER'S INFORMATION			
Owner's Name:		Phone #	
Home Address:			
City:		State:	Zip:
Email:			
PROPERTY OWNER'S INFORMATION			
Name:		Phone #	
Address:			
City:		State:	Zip:
Email:			

REASON FOR CERTIFICATE OF OCCUPANCY

- | | |
|--|---|
| <input type="checkbox"/> New Business in a New Building or Structure | <input type="checkbox"/> Transfer of Liquor License |
| <input type="checkbox"/> Existing Business without a C of O | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Change of Occupancy/Group in Existing Bldg. | |

➤ *Change of Ownership and/or Change of Name will not need a Certificate of Occupancy.*

For any new business, change in use or occupancy in existing buildings, legal non-conforming business, or other change to a business, plans shall be submitted for review. See B106-C of O handout for submittal requirements. The plans will be reviewed by all applicable agencies. A Certificate of Occupancy will be issued after all inspections are approved by the various agencies such as Building, Fire Dept, and Zoning.

The review requirements of the planning division are inclusive of the zoning and use. Accessibility and path of travel are Building Division elements. Approval of the use and zoning does not necessarily grant approval by the Building and Safety Division. For additional information and requirements, see the Obtaining Certificate of Occupancy handout

B106-C OF O and the back side of this form. Reviews, City Approvals and any outside agency approvals are required prior to permit issuance. An inspection will be performed for all C of O's.

For Businesses where a Discretionary Approval, **or any type of Tenant Improvements to the structure are proposed, including moving or constructing new partitions, changes to the electrical, mechanical, or plumbing systems, and certain Food service and/or Automotive uses shall use the Building Permit Application and follow the procedures for a Tenant Improvement.**

- ☐ Tenant Improvements, including, but not limited to the lighting, plumbing, mechanical, partitions over 5'9", etc.
- ☐ Accessibility upgrades or improvements.
- ☐ Modifications to the parking lot, including re-surfacing and/or re-stripping.
- ☐ Modifications to the landscape and/or site drainage.
- ☐ Automotive shops. Additional Electrical, Mechanical and Water Quality requirements apply.
- ☐ Food Service occupancies will require both Public Works and Water District approvals. Water Quality and Grease Interceptor code compliance is required. For additional information contact:
- Water Quality Engineer, City of Dana Point (949) 248-3584
 - South Coast Water District, (949) 499-4555, **or**
 - Moulton Niguel Water District, (949) 831-2500 **or**
 - Capistrano Valley Water District, (949) 493-1515
- ☐ Orange County Environmental Health Department approval and OK to operate letter is required for food service and gas stations. (714) 433-6000
- ☐ Any signage changes shall be permitted separately and approved as part of the planning review.
- ☐ Massage Establishments. Additional licensing requirements apply.
- ☐ Any **"Restricted Use"** as determined by the Orange County Sheriff's Office.
- ☐ For Industrial Facilities subject to the State Industrial Permit, proof of coverage or No Exposure Certification (NEC) is required.

VERIFICATION

Initials

_____ I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

_____ I certify that no Tenant Improvements have been or are planned for this location and I will ensure that items requiring inspection will not be covered without inspection and approval by the Building Inspector.

Print Name:

☐ Owner ☐ Agent ☐ Other

Signature:

Date Signed:

***** City of Dana Point Use Only *****

APPROVALS

Building:		Date:
Planning: <i>(Director of Community Development)</i>		Date:
Public Works: <i>(Verify SIC Code)</i>		Date:
Code Enforcement:		Date:
Water District Will Serve Letter:		Date:
OC Health OK to open: <i>(Inspection Report with OK to open comment or OCH letter)</i>		Date:
Orange County Sheriff:		Date:
Other:		Date:
Conditions or Restrictions:		