



CITY OF DANA POINT

COMMUNITY DEVELOPMENT, BUILDING AND SAFETY

33282 Golden Lantern, Suite 209
 Dana Point, CA 92629
 949 248-3594



www.danapoint.org

A004-C OF O

2016 CALIFORNIA CODES

CODE CYCLE

PERMIT NUMBER

SUBMITTAL DATE

CERTIFICATE OF OCCUPANCY APPLICATION

PROJECT INFORMATION

Business Name:

Type of Business:

PROVIDE SIC CODE: See website to locate code: www.osha.gov/pls/imis/sicsearch.html

Business Address:

Occupancy Group:	No. of Stories:	Square footage:	Type of Construction:
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Occupancy Load:	Fire Sprinklers Installed: <input type="checkbox"/> Yes <input type="checkbox"/> No
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BUSINESS OWNER'S INFORMATION

Owner's Name:	Phone #
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Home Address:

City:	State	Zip
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PROPERTY OWNER'S INFORMATION

Name:	Phone #
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Address:

City:	State	Zip
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REASON FOR CERTIFICATE OF OCCUPANCY

- | | |
|---|---|
| <input type="checkbox"/> Change of Ownership | <input type="checkbox"/> Change of use |
| <input type="checkbox"/> Transfer of Liquor License | <input type="checkbox"/> Change of Occupancy Class |
| <input type="checkbox"/> Change of Business Name | <input type="checkbox"/> Existing Business without a C of O |
| <input type="checkbox"/> New Business | <input type="checkbox"/> Other |

This Application, along with a letter of intent and 3 copies of a site specific plan that includes a scaled site plan depicting the path of travel and accessible parking, a dimensioned floor plan depicting the existing layout, accessible restrooms, and the accessible path of travel is required. The minimum plan size is 11" X 17" and 12pt. font. The requirements for an accurate plan submittal are dictated by the California codes and are used for both inspection and archival purposes. After passing the inspection, the C of O will be processed and the plans are scanned into the archival database.

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 an 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. Missing documentation will delay the issuance of the Certificate of Occupancy permit.

For Businesses where a Discretionary Approval, 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 submittal.

ADDITIONAL APPROVALS AND/OR PROCEDURES ARE REQUIRED FOR THE FOLLOWING

- Businesses that require a conditions use permit or discretionary approval.
- 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-striping.
- 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. A "Will Serve" letter from the water district is also required. For additional information contact:
 - Lisa Zawaski, 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
- 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	
<i>Initials</i>	
_____	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:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> 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:		