

	<p><b>CITY OF DANA POINT</b></p> <p><b>COMMUNITY DEVELOPMENT BUILDING AND SAFETY</b></p> <p>33282 Golden Lantern, Suite 209 Dana Point, CA 92629 949 248-3594</p> <p><a href="http://www.danapoint.org">www.danapoint.org</a></p>	<p><b>B106 – C OF O</b></p>
		<p><b>2016 CALIFORNIA CODES</b> <i>CODE CYCLE</i></p>
		<p><b>01/01/2017</b> <i>EFFECTIVE DATE</i></p>
<p><b>OBTAINING A CERTIFICATE OF OCCUPANCY</b></p>		

**INTRODUCTION**

Currently, the City of Dana Point does not require a City Business License; however the City does require a **Certificate of Occupancy** to be issued for:

- Any new business,
- Existing business name change,
- Transfer of Liquor Licenses,
- Change of ownership even when no tenant improvements are constructed,
- Any new use, change of business use or business type in existing space(s).

**Reasoning for C of O permits.**

Life safety is a paramount concern for all business and the City. A Certificate of Occupancy permit will include an inspection for life safety elements. A building inspector and or a Fire Marshal will visit the site to ensure exits are clear, properly installed, exit signs in place, heating systems are in operating order, electrical systems are safe and any hazardous materials are used and stored properly.

Business location will be added to the 911 system to ensure emergency personnel can respond to the correct location. Addresses shall be visible for responders.

Access for people with disabilities may be required in certain instances. The disabled and aged are customers and should be accommodated. Changes in the type of occupancy, as defined in the building code, will require ADA compliance.

Zoning is enforced to ensure the type of business/service is allowed in that particular location. The City's Planning Dept. will review the application for compliance with the proposed business type.

To document the completion of a Tenant Improvement Permit. Any permit required to expand or change any interior or exterior elements will be documented as complete by a C of O. Businesses that require discretionary approval, certain Food Services, and Automotive Occupancies may require additional reviews and processes and obtain a C of O at the end of the TI process.

**A Tenant Improvement** is defined as and includes:

*Moving or constructing new walls (bearing or non-bearing) interior partitions over 5' 9" tall, any changes to the electrical, lighting, mechanical, plumbing systems and/or any accessible (ADA) compliance modifications.*

See the Tenant Improvement submittal Requirements handout # B105-TI SUB for additional information.

**Application for C of O permits**

All applications for a Certificate of Occupancy shall include a minimum **11" X 17"** plan, using a minimum **¼"** font. In most cases this may be a simple **Floor Plan**. For occupancies containing a moderate or high hazard or occupancies requiring any additional approvals from an outside agency or agencies, a higher degree of plan

detailing and complexity will apply. The City also has standard plan grid sheets available for use. All City of Dana Point forms and standards are available for download from our web site.

Signs or Banners require a separate permit and may be reviewed concurrently with the C of O application. Sign/Banner permit issuance will occur after the approval of the C of O application.

***Planning approval(s) for both Zoning and/or Land Use requirements are in addition to the Building and Safety Division review and approval requirements.***

The following procedural checklist applies to occupancies without a tenant improvement:

- Application completed. (Application for Certificate of Occupancy A004-C OF O)
- If required 2 copies of a dimensioned **Plan** drawing, a minimum size of 11" x 17" depicting the existing layout is required for Building Division approvals. Typically, the Floor Plan shall include the following items:
  - Exterior and interior wall outline.
  - Dimensioned restroom layout.
  - Path of travel, including the exits.
  - Locations of plumbing fixtures.
  - Location of the electrical panel and/or electrical sub panel. 30" clear space required.
  - Any other permanently installed appliance(s), fixture(s) or device(s).

All depictions and information must be legible and suitable for microfilming.

- Planning Division approval is required for the zoning, available parking (**Parking Plan**) and/or any applicable Land Use (**Site Plan**) requirements. There are two types of planning approvals:
  - a. A plan review of the general acceptability and verification that the use is permitted in the zoning and an approval to be submitted to the Building and Safety Division for a full review, **or**
  - b. A plan review including the over the counter review of the project. In some cases, this approval may be granted without a complete plan.

*General approval by the planning division of the use does not negate the building division plan submittal requirements.*

- The Building Division review and approval consists of the Occupancy, Accessibility, Building Code and Fire/Life Safety compliance(s) as it applies to your project. The ADA accessibility of the site may be part of the review and compliance with any federal ADA requirements is the responsibility of the owner/tenant.
- A records search of the existing suite or space may be required for verification of existing conditions.
- Hazmat disclosure and questionnaire, if applicable.
- Applicable fees for the on-site inspection and issuance of the Certificate of Occupancy by the City of Dana Point Building and Safety Division.
- Additional approvals and/or procedures are required for the following:
  - Automotive shops. Additional Electrical, Mechanical and Water Quality requirements apply.
  - Food Service occupancy requires, and Public Works review and approval. Water Quality and Grease Interceptor code compliance is required.
  - Orange County Health Department approval is required for food service, hair salons, and gas stations.
  - Massage Establishments. Additional licensing requirements apply to both the establishment & practitioners.
  - Any **"Restricted Use"** as determined by the Orange County Sheriff's Office.

- Industrial Facilities subject the State Industrial General Permit (based on Standard Industrial Classification Code) will need to provide proof of coverage or No Exposure Certification (CEC), as applicable.

All businesses will be inspected by a building inspector and in some cases the fire marshal. If the electrical service or gas service is not in place and energized the inspector may require a gas pressure test or any repair that is required to make the electrical and gas service safe. The tenant or landlord will be responsible to work with the utility purveyors for any permits or inspections required to connect to the utilities. Prior to the final building inspection the electrical and gas services must be working and all gas fired appliances operating.

At the Final Inspection the inspector will be doing an inspection to ensure all life safety elements are in place, heat for the space, hot and cold water for sanitation, and restrooms ready for use. All counters, displays, shelving, and any other equipment or features shall be in place so the inspector can ensure safe passage and safe installations.

Sign permits are separate from the C of O inspection and may be performed before or after the C of O final inspection.