

APPLICATION FOR BUSINESS OCCUPANCY PERMIT 27787

CITY OF EL MONTE, CALIFORNIA
11333 Valley Blvd., El Monte

ECONOMIC DEVELOPMENT DEPARTMENT
City Hall West Phone (626) 580-2050 / 258-8626

BUSINESS ADDRESS STE: ZIP CODE

NAME OF BUSINESS PHONE NO.

APPLICANT'S NAME TITLE

PROPOSED USE OF PROPERTY

REASON FOR THIS APPLICATION:

- CHANGE OF BUSINESS NAME, CHANGE OF OWNER, NEW BUSINESS, COMPLETION OF NEW CONSTRUCTION

TYPE OF OPERATION - SALES, MFG., SERVICE, STORAGE, WHOLESALE, HOME OFFICE (Computer, Mail & Telephone Use Only)

BUSINESS HOURS A.M. - P.M. NUMBER OF EMPLOYEES

TYPE OF EQUIPMENT THAT WILL BE USED OR INSTALLED?

HAVE SITE AND BUILDING SIGNS BEEN APPROVED FOR THE PROPERTY? YES Date approved NO (Need to submit sign proposal)

WILL ANY INTERIOR OR EXTERIOR BUILDING REMODELING/IMPROVEMENTS OCCUR? YES (Required) NO

WILL THE EXTERIOR BUILDING COLOR BE PAINTED? YES (Submit color samples, use of earth tone colors only.) NO

WILL YOU SELL USED MERCHANDISE? YES NO

WILL YOU STORE OR HANDLE FLAMMABLE LIQUIDS, TOXIC OR EXPLOSIVE MATERIALS? YES NO

APPLICANT'S HOME ADDRESS CITY CODE

APPLICANT'S 8 A.M. TO 5 P.M. PHONE NUMBER CELL PHONE

I hereby certify that the above information is true to the best of my knowledge. I further certify that this is an application only for a Certificate of Occupancy and that no business will be conducted at the address listed above until a Certificate of Occupancy has been issued and until I have obtained the necessary City Business License.

DATE

SIGNATURE OF APPLICANT

FOR CITY USE ONLY

COMMENTS/CONDITIONS

- No outside storage or display
No subleasing
All new exterior signs including changes require separate review and approval
Window signs shall not exceed 10% of window area
Air work to be done within an enclosed area
For Home Offices Only: No onsite storage, no client visits, and no parking of commercial vehicles. Computer, mail and telephone use only.
Obtain sign permit prior to issuance of the Certificate of Occupancy
Obtain approval for building paint color prior to issuance of the Certificate of Occupancy

LAND USE ZONE

PLANNING INITIAL

BUILDING INITIAL

TYPE OF OCCUPANCY BUILDING TYPE FIRE ZONE

Table with 4 columns: Agency, Complies with City Code Requirements, Yes or No, Signature, Date. Rows include Code Enforcement/Planning Division, Building Division, Fire Department.