



PLANNING & DEVELOPMENT SERVICES

APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY

PURSUANT TO PAMC SECTION 16.04.190

Date:	Permit Number:	
TENANT INFORMATION		
Tenant Name:	Bldg. or/and Suite #:	
Tenant Space Address:		
Name of Business Operator:		
Operator Mailing Address:		
Operator Email:	Operator Phone Number:	
OWNER INFORMATION		
Name:	Mailing Address:	
DESCRIPTION OF PROPOSED BUSINESS		
BUILDING & INTENDED USE INFORMATION		
Square Footage of Building:	Total number of floors in this building:	
Square Footage of Tenant Space:	Floors that are occupied by tenant:	
Building Code Occupancy Type(s):		
Are any tenant improvements currently proposed? <i>If yes, see General Guidance Notes 1 and 2.</i>	☐ Yes	☐ No
Is the storage or use of hazardous materials proposed? <i>If yes, provide HAZARDOUS MATERIALS CHECKLIST.</i>	☐ Yes	☐ No
Is this a food service establishment? <i>If yes, provide SCHD to Approval to Operate Certificate.</i>	☐ Yes	☐ No
REQUIRED DOCUMENTS TO BE SUBMITTED		
☐ Site plan indicating the location(s) of tenant space. ☐ Additional site plan may be required that indicates on-site parking. If the proposed business is considered a use intensification, additional parking could be required. (if applicable) ☐ Dimensioned floor plan(s) of tenant space requesting occupancy. ☐ Fire Department required: HAZARDOUS MATERIALS CHECKLIST. (if applicable) ☐ Santa Clara Health Department required: Approval to Operate Certificate. (if applicable) ☐ Confirmation that a tenant improvement building permit application has been submitted. (if applicable)		

GENERAL PERMITTING GUIDANCE & FEE INFORMATION

1. All changes to the exterior of the building, including signs or any parking modifications resulting from an intensification of use, will require some level of Planning review. For information regarding the Planning application process, please contact Planning at (650) 617-3117 or at planner@cityofpaloalto.org.
2. A Building Permit is required for alterations to the building, plumbing, mechanical, or electrical systems. For information on necessary permits, please contact Building at (650) 329-2496 Option 1 or at buildingpermits@cityofpaloalto.org.
3. A one-time fee is required for the processing of this application. Fees must be paid online through our [Accela Citizen Access Portal](#) (ACA). Once on the ACA website, you can search for the record utilizing the ten-digit Permit Number.
4. Once this Certificate of Use and Occupancy permit has been issued, and after receiving approved Building and Fire Department inspections, an official certificate of occupancy will be mailed to the business operator, and it shall be posted at the premises.

Print Applicant Name_____
Applicant Signature**CITY REVIEW AND INSPECTION SECTION****PLANNING**

Zone District:	☐ Permitted – or - ☐ Conditional Use	CUP # (if applicable):
	<u>Previous</u>	<u>Proposed</u>

Use Classification (Zoning):		
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BUILDING PLAN REVIEW

Occupancy Class (Bldg.):		
Maximum Occupancy Load:		

Explanation of Occupancy Load Determination (per occupancy type):

REQUIRED DEPARTMENTAL APPROVALS	STAFF SIGNATURE	DATE
PLANNING:		
BUILDING PLAN REVIEW:		
FIRE DEPARTMENT: (650) 329-2184 990 FIRE INSPECTION/FINAL INSPECTION		
BUILDING INSPECTION: (650) 329-2496 103 USE AND OCCUPANCY INSPECTION		

Both Fire and Building inspections can be scheduled utilizing our iRequest Mobile App available at Apple App Store or Google Play.

