



City of Pomona

# APPLICATION FOR CERTIFICATE OF OCCUPANCY WITH NEW BUSINESS LICENSE ORDINANCE NO. 4341

DEVELOPMENT SERVICES | BUILDING & SAFETY DIVISION

Business Information:

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address/Suite #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Information:

Property Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Building Information:

Type of Construction: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Occupant Load: \_\_\_\_\_ Tenant Sq. Ft: \_\_\_\_\_

Number of Stories of Building: \_\_\_\_\_ Sprinklers: Yes  No

Is the business a food facility? Yes  No  if yes provide Health Department Approval

Do you store any flammable, explosive, hazardous, combustible material? Yes  No

	DEPARTMENT	PRINT NAME	SIGNATURE	DATE
1	PLANNING			
2	CODE COMPLIANCE			
3	WATER RESOURCES BACKFLOW COMPLIANCE REQUIRED			
4	FIRE DEPARTMENT CALL 909-620-2216 FOR INSPECTION REQUEST TO SPEAK TO POMONA INSPECTOR			
5	BUILDING & SAFETY			
	PUBLIC WORKS	"Real Property compliance with the Subdivision Map Act, City Municipal Code and all applicable operation requirements based on land use will be implemented as part of the first B&S permit application."		

1. Submit application including signatures 1 & 2, Site Plan & Floor plan to Building & Safety. Items listed below shall be required when submitting:

#### Site Plan

- Minimum Size 11" x 17" (no hand-drawn plans)
- Fully dimensioned
- Plans to scale
- Location of Property Lines
- North Arrow
- All existing improvements
- Owner's Name and Address
- Business Name and Address
- Assessor's Parcel Number (APN)
- Type of Construction
- Occupant Load
- Occupancy Group
- Sprinkler Information
- Tenant Sq. Ft

#### Floor Plan

- Fully dimensioned
  - Identify all rooms in occupied space (*office, storage, etc.*)
  - Exits (*number, width, distance to, direction of, hardware requirements, etc.*)
  - Corridors (*type of construction, width, access to exits, etc.*)
  - Show all fixed elements of construction (*walls, partitions, cabinets, fixtures, etc.*)
  - Identify all occupancy separations and indicate fire resistive rating of each
2. Once all departments approve you will be required to have an Inspection of your new Business
  3. When your inspection passes please return this signed form to the Building & Safety counter to process your Certificate of Occupancy(allow 2-3 Business days)