THE CITY OF SAN FERNANDO

CLEAR FORM

COMMERCIAL BUSINESS OCCUPANCY PERMIT APPLICATION

Zoning Verification

TYPE OF APPLICATION

☐ NEW BUSINESS ☐ ADDRESS CHANGE ☐ OWNERSHIP CHANGE ☐ SUPPLEMENTAL LICENSE

BUSINESS INFORMATION

BUSINESS ADDRESS

NAME OF BUSINESS

DESCRIPTION OF BUSINESS

TYPE OF BUSINESS (CHECK ONE)

☐ RETAIL
☐ GENERAL OFFICE
☐ INDUSTRIAL
☐ WHOLESALE
☐ RESTAURANT
☐ MANUFACTURING
☐ SERVICE
☐ SCHOOL
☐ SPECIALTY SHOP
☐ MEDICAL/DENTAL OFFICE
☐ OTHER:
_____
_____

BUSINESS OWNER

PHONE NUMBER

MAILING ADDRESS

EMAIL ADDRESS

BUSINESS OPERATIONS INFORMATION

1. Will the new business occupancy display any business signs? ☐ YES ☐ NO
2. Will the new business occupancy include interior or exterior improvements? ☐ YES ☐ NO
3. Will alcoholic beverages be sold or consumed on the premises? (attach ABC License) ☐ YES ☐ NO
4. Will hazardous waste be stored on the premises? ☐ YES ☐ NO
5. Is the business occupying space with another business (sharing of space)? ☐ YES ☐ NO

   If YES, Name of Business: _____

   Business Owner: _____
6. What is the square foot of interior space (including patio area if applicable)?
7. For eating and drinking establishments, how many seats will there be?
8. Will you have:

   ☐ Dancing ☐ Music ☐ Performers ☐ Adult Entertainment
   ☐ Special Events

   If YES, describe: _____

   _____

BUSINESS OPERATIONS INFORMATION *Continued*

9. Does your business involve any of the following uses or activities? *Please check all that apply.*
For more information, refer to SFMC Chapter 22

- ☐ Alcohol Sales for On-site Consumption
- ☐ Antique Shop
- ☐ Arcade
- ☐ Auction of Jewelry
- ☐ Auctioneer
- ☐ Auto Rental
- ☐ Auto Repossesor
- ☐ Auto Wrecking
- ☐ Bath
- ☐ Body Piercing
- ☐ Bowling Alley
- ☐ Boxing
- ☐ Carnival
- ☐ Closing-out Sale
- ☐ Dance, Public
- ☐ Dancehall
- ☐ Dancing Academy
- ☐ Dancing Club
- ☐ Escort Bureau
- ☐ Fire Sale
- ☐ Fireworks Sale
- ☐ Game, Skill and Chance
- ☐ Handbill Distribution Business
- ☐ Junk and/or Refuse Collector
- ☐ Junk Dealer
- ☐ Massage Parlor
- ☐ Merry-go-round
- ☐ Pawn Broker
- ☐ Pool Room
- ☐ Pool Tables
- ☐ Private Patrol
- ☐ Sale of Tobacco Products/ Paraphernalia
- ☐ Secondhand Dealer
- ☐ Shooting Gallery
- ☐ Show
- ☐ Skate Rink
- ☐ Street Speaking
- ☐ Swap Meet Operator
- ☐ Tattooing
- ☐ Trailer Camps

PROPERTY OWNER INFORMATION *Application cannot be processed unless complete*

PROPERTY OWNER	SIGNATURE

MAILING ADDRESS	PHONE NUMBER

ACKNOWLEDGMENT

I understand that the granting of this permit is contingent upon compliance with all regulations of the City of San Fernando Zoning Ordinance and other applicable City, State, and Federal regulations. I hereby certify that I have read the statements contained in this application and that they are true and correct.

BUSINESS OWNER SIGNATURE*	DATE

**The Commercial Business Occupancy Permit is issued to the Business Owner providing a proposed use is permitted and all general requirements, applicable regulations, and conditions of approval are satisfied. All approved permits are subject to any applicable requirements pursuant to the San Fernando Municipal Code.*

FOR OFFICE USE ONLY

CBO FEE	$ 286.00	CBO
ISSUANCE FEE	$ 69.00	
AIMS SURCHARGE	$ 35.50	
GPU SURCHARGE	$ 31.95	
TOTAL FEE	**$ 422.45**	

ZONING	CONDITIONAL USE PERMIT	USE CATEGORY
	☐ YES ☐ NO	
RESOLUTION NO.	AIMS FILE NO.	PARKING RATIO

PLANNING APPROVAL	DATE

COMMENTS

CONDITIONS OF APPROVAL *Please initial the following conditions*

The following conditions shall be made a part of the approval of this Commercial Business Occupancy Permit, and shall be complied within their entirety, as determined by the Community Development Department.

Applicable Regulations **Sec. 106-490** (C-1 Limited Commercial Zone), **Sec. 106-520** (C-2 Commercial Zone), **Sec. 106-585** (M-1 Limited Industrial Zone), **Sec. 106-615** (M-2 Light Industrial Zone)

Development Standards **Sec. 106-551** (SC Service Commercial Zone), **Sec. 106-668** (Specific Plan Zones and Zoning Map Designations)

_____ 1) **Inspection of the subject site by the Building and Safety Division is REQUIRED in order obtain a Certificate of Occupancy to operate a business. All inspections MUST BE SCHEDULED AT LEAST 72 HOURS prior to the operation of any business**.

_____ 2) All landscape planting shall be kept in a healthy and growing condition. Fertilization, cultivation, and tree pruning shall be a part of regular maintenance. Good horticultural practices shall be followed in all instances.

_____ 3) Parking for handicapped persons shall be provided in accordance with standards established in the state handicapped requirements.

_____ 4) Required parking spaces shall be double-striped with the stall widths measured from the midpoints of the double-stripe markings.

_____ 5) All trash and garbage collection facilities shall be either enclosed within a building or by a screening fence or a wall.

_____ 6) A sign permit shall be required prior to the placing, erecting, moving, reconstructing, altering or displaying of any sign within the city. All signs shall be maintained in good repair, including display surfaces and structures which shall be kept neatly painted, pasted, or mounted.

_____ 7) All building exteriors shall be painted with a color approved by the Planning Division of the City of San Fernando.

_____ 8) All uses permitted shall be inside permanent buildings.

_____ 9) All storage must be confined to the interior of the permanent structure.

_____ 10) The owners and all successors shall comply with the graffiti removal and deterrence requirements.

ADDITIONAL CONDITIONS *Please initial the following conditions*

_____ 11) _____

_____ 12) _____

NOTES

SIGNATURES

BUSINESS OWNER SIGNATURE	DATE