



C of O # _____

CERTIFICATE OF OCCUPANCY APPLICATION
(This application will expire if not completed within 180 days)

- A Certificate of Occupancy and a City Business License are required to operate a commercial business in the City of Seaside
- Certificate of Occupancy, Fee as per APPROVED schedule
- All fees are **Non-Refundable**

Business Address _____

Name of Business/DBA _____

Business Owner's/Tenant Name _____ Phone _____

Business Owner's/Tenant Address _____ Phone _____

Building Owner's Name _____ Phone _____

Building Owner's Address _____

Description of use: _____ Occupancy: _____

Are any building improvements proposed for the business (additions, remodeling/modifications)? ___ Yes ___ No

For the purpose of this certificate of occupancy, I agree to defend, indemnify and hold harmless the City of Seaside, its officers, agents and employees from all claims and liability for personal injury, including death, and property damage caused by, arising out of, or in any way connected with the issuance of this permit. I hereby certify that I am the property owner or am authorized to act on the property owner's behalf. I hereby affirm under penalty of perjury that the information I have given is true.

Property Owner _____ Signature _____ Print _____ Date _____

Certificate of Occupancy Requires Sign Off By the Following Departments:

(X) Fire Department (831-899-6790): _____ Date: _____

(Change in use, tenant, and/or property owner)

() Planning Department (831-899-6737): _____ Date: _____

(Change in use, tenant, and/or property owner)

() MRWPCA (Source Control)(831-883-1118): _____ Date: _____

(Change in use involving food)

() MRWPCA (831-372-6178): _____ Date: _____

() MPWMD (831-644-9560): _____ Date: _____

(Change in water use)

() Health Department (831-647-7867): _____ Date: _____

(Change in use involving food)

(X) Building Department (831-899-6723): _____ Date: _____

(Change in use, tenant, and/or property owner)

() Seaside Police Dept. (831-899-6748): _____ Date: _____

(Conditional use)

() Public Works Department (831-899-6825): _____ Date: _____

Date Paid: _____

Amount \$ _____

Receipt Number: _____

Are You Ready for Your Certificate of Occupancy Inspection?

Following is a list of the items checked by the Seaside Fire & Building Departments for the Certificate of Occupancy (C of O) Inspection. All of these items (if applicable) must be taken care of prior to the inspections of the Fire Marshall and Building Official. If any of the items listed below that are applicable to your business have not been taken care of prior to inspection, a reinspection fee, as per APPROVED schedule, may be imposed. Please sign and date at the bottom of this form indicating that you understand these requirements and indicate the date in which you will be prepared for the inspections. If you have any questions regarding your inspection, contact phone numbers to all reviewing departments are provided on the C of O Application.

1. Building address with Suite identifier must be clearly marked and visible (in contrasting color) with 4 inch numbers from the street fronting the property.
2. Fire extinguisher must be present and readily accessible and visible with a minimum size of 2A 10BC. If the fire extinguisher is already in place, check to make sure it has been recently serviced (within the last 12 month period).
3. Electrical outlets, junction boxes, and circuit breaker panels must be covered and outlets and junction boxes must have the appropriate cover plates.
4. Electrical extension cords cannot be used as a substitute for permanent wiring. Extension cords are only approved for "temporary use" such as operating a power tool or vacuum cleaner. Multi-outlet power strips with a built in circuit breaker may be used to protect computers and other related equipment.
5. Exit doors must open easily from the inside. Locking mechanisms on doors shall not require special knowledge or keys. The only exception is the main storefront door with a sign above that reads, "This door must remain unlocked when building is occupied."
6. Aisles, walkways, and stairways leading to exits must be clear of storage and obstructions. The minimum width of all aisles inside buildings that serve exit ways is 48 inches.
7. Emergency lights and exit signs that are lighted from within must work properly and function in both normal and emergency power modes. Lighted exit signs must be lit at all times.
8. Fire suppression systems for commercial cooking operations must be serviced and tested every six months by a licensed fire protection contractor.
9. Commercial cooking operations must have the hood and duct cleaned depending on the amount of grease generated by the cooking operations. All cooking operations that use a deep fat fryer must have a K type fire extinguisher within 30 feet of the deep fat fryers.
10. All openings in walls and ceilings should be closed to prevent the spread of any fire.

Name of Business

Address of Business

Date when business will be ready for inspection

Business owner acknowledgement (please sign)

Date



Check & Sign: Staff gave applicant copy