

CITY OF PALO ALTO - BUILDING INSPECTION DIVISION
285 HAMILTON AVE. PALO ALTO, CA 94301
APPLICATION FOR CERTIFICATE OF OCCUPANCY
PURSUANT TO PAMC SECTION 16.04.130 & UBC SECTION 111.1

Application Number _____ Date _____
Business Name _____ Contact Name _____
Street Address _____ Suite or Bldg # _____
Business Operator _____ Phone # _____
Mailing Address _____
Email _____

Description of the proposed business (Note: food service establishments require Health Department review prior to Certificate of Occupancy application. Please contact Santa Clara Health Dept to obtain Approval to Operate Certificate.) _____

Square Footage of Building / Space _____ / _____ Floor/s 1 2 3 4 5 other _____

Property Owner _____ Address _____

Are any tenant improvements currently proposed? Yes _____ No _____
(If yes, a building permit application must be submitted)

Is the storage or use of hazardous materials proposed? Yes _____ No _____
(if yes, the HAZARDOUS MATERIALS CHECKLIST must be completed and attached)

NOTE:

1. A one-time fee is required for the processing of this application, which must be submitted online on our portal at <https://aca-prod.accela.com/PALOALTO/Default.aspx>. If the application is approved subsequent to Building and Fire Department inspections, an official certificate to be posted at the premises will be issued and mailed to the business operator at the address above.
2. If the proposed business is considered a use intensification with regard to required parking, a site plan of on-site parking may be required to verify parking compliance.
3. All business signs for exterior building modifications must be reviewed by the Architectural Review Board (ARB). For information regarding the ARB process, please contact the Planning Division at (650) 329-2441.
4. A permit is required for alterations to the building, plumbing, mechanical, or electrical systems. For information on necessary permits, please contact the Building Inspection Division at (650) 329-2496.

Applicant Signature

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-FOR OFFICE USE ONLY-

Receipt # _____

Zone District: _____ Permitted or Conditional use (circle one) CUP # (if applicable) _____
Previous Proposed

Use Classification (Zoning): _____

Occupancy Class (Bldg): _____

Maximum Occupancy Load: _____

Review/Inspection Comments: _____

Department Approvals Required:

Planning Division (329-2441): by _____ date _____

Fire Department (329-2184): Fire Department staff will perform site inspection

Building Division (329-2496): Building Division staff will perform site inspection

All Department approvals required prior to issuance of Certificate of Occupancy.