



City of Oroville

COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street
Oroville, CA 95965-4897
(530) 538-2401 – FAX (530) 538-2426
www.cityoforoville.org

CERTIFICATE OF OCCUPANCY AND BUSINESS LICENSE

Requirements for Obtaining a Certificate of Occupancy & Business License

1. Please complete entire Certificate of Occupancy and Business License packet and **include a floor plan on 11 X 17-inch paper of your building/facility, including a total square footage of the building and all exits.** If you are a new business, or relocating an existing business make sure the property is within the city limits, and verify you are using the correct address.
2. When you have completed the forms, please submit them to the City of Oroville Building Department with all the required fees and a zoning clearance will be conducted.
 - Planning Department will review the zoning and the type of business you will be conducting. If it is a use permitted by right within that zoning, they return the approved application to the Building Department. If not, a Planner will contact you with the results of their review.
 - Once planning review is complete the Building Department Permit Technician will notify you to move into your building.
 - When you have completely moved in you will need to contact the Building Department to schedule your building inspection. At that time, you will be given the phone number of the Fire Department to contact them to schedule your fire inspection. You will need to have a responsible party at the site to allow for access and to answer any questions relating to the proposed business and facility.
 - When the Building Inspector and Fire Marshall has approved the building is safe for occupancy the Permit Technician will prepare your Certificate of Occupancy for signature by the Building Official. After it has been signed it will be given to the Staff Assistant who will then prepare your Business License.
3. If your facility will require any alterations, additions or remodeling of the building, site or structures you may also be required to obtain a Building Permit. This includes any electrical, plumbing or mechanical/HVAC work. All Building Permits shall receive Final Approval prior to any Business License Occupancy being issued.

The inspection may include, but not limited to, the following items:

- a. Fire Extinguisher(s) - (*minimum 2A, 10 BC or larger rating*) provided and mount, have serviced (annually), provide clear access, etc.
 - b. Exiting – Exit Signs and Emergency Egress Illumination (with back-up power), clear unobstructed path of egress.
 - c. Electrical - no exposed wiring, cover plates for junction boxes, switch & outlet covers, breakers labeled, etc.
 - d. Fire Protection Equipment – unobstructed access to controls, sprinklers have current 5-year servicing certification. No damaged, corroded or painted sprinkler heads, Commercial Exhaust Hoods – clean, serviced and provided with UL 300 compliant fire extinguishing system - serviced and tagged.
 - e. Flammable and Combustible Liquids contained in Approved Flammable Liquid Storage Cabinet, or other approved means of storage. Compressed Gas cylinders secured to prevent tipping over.
 - f. Storage and Housekeeping – arrange storage in orderly manner to provide access/ egress, remove combustible storage from boiler, mechanical, electrical room, remove waste and rubbish materials from premises, etc.
 - g. Provide address numbering which is visible from the street. (Minimum 4” in height lettering)
 - h. Structural/Architectural - no holes in walls, leaky roofs/ceilings, broken windows, etc.
 - i. Plumbing - in working order, no danger of cross-contamination, check-valves where required, no leaks, etc.
 - j. Off-Street Parking provided? Accessible Parking delineated in accordance with current Building Code requirements.
 - k. Trash enclosure provided - if not existing?
4. If there are any Life-Safety items in need of correction/repairs, they must be completed prior to the Business License Occupancy being issued. A Correction Notice will be issued by the Building Inspector and/or Fire Marshal. After correction/repairs have been made, call the Building Department and/or Fire Department to schedule a re-inspection to verify that corrections have been completed.
 5. Once it has been determined that no further violations exist the Permit Technician will prepare your Certificate of Occupancy and forward the necessary paperwork to the Finance Department for processing and issuance of the Business License and Occupancy.



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ZONING CLEARANCE/OCCUPANCY PERMIT APPLICATION

Date Submitted

Trakit Number

New Business Address

Old Business Address

INDICATE PROPOSED USE/USES:

Office Use Only

Zoning Clearance
(For Planning Department Use Only)

Proposed Use
(check all that apply)

Finance Dept.
Verify SC-OR Code

APN: _____ - _____ - _____

Property Zoning: _____

Use allowed by zoning? Yes No If not allowed at all, is use nonconforming? Yes No

Is Use Permit required? Yes No Has Use Permit been obtained? Yes (permit # _____) No

If permit has been obtained, is new use substantially different from use for which permit was issued (expanded in intensity, longer hours, etc.)?

If yes, modified Use Permit may be required.

Does site conform to current development standards? Yes No

Parking lot shade? Yes No N/A other landscaping? Yes No N/A

If no, site improvements may be required (City staff will review response if building/lease space has been vacant more than one year & if building/lease space is not part of larger complex of similar uses.) Comments (Note: All comments are typed on the Certificate of Occupancy.):

Signature of Planner

Date

ZONING CLEARANCE/OCCUPANCY PERMIT APPLICATION

This application is NOT a Certificate of Occupancy. The building for which this application is submitted shall NOT be occupied until such time as the necessary inspections have been made and all corrections accomplished, and the Certificate of Occupancy approved by the appropriate departments. At that time a City business license will be issued. Any variance from these requirements shall be authorized only by the City of Oroville, Building Department. Violation of occupancy requirements (Oroville City Code Section 6-1.1) constitutes an infraction and may result in legal action. To avoid delays in processing this application, please complete it in its entirety. Return the completed application to the Building Department at 1735 Montgomery Street, Oroville, CA 95965-4897, so that an inspection date and time can be conveniently scheduled.

Business Name: _____

Type of Business: _____

Site Address of Business & Suite No.		Business Phone No.	
Business Owner #1	Home Address (Owner #1)	Home or Cell Phone No.	Email Address
Business Owner #2	Home Address (Owner #2)	Home or Cell Phone No.	Email Address
Applicant's Name	Home Applicant's Address	Home or Cell Phone No.	Email Address

Will there be any remodeling done? If so, please explain in detail – permits may be required.

Signature of Owner/Applicant

Date

For Office Use Only:

Business License Occupancy Fee: \$285.14

Credit Card Payment:	<input type="checkbox"/> VISA	<input type="checkbox"/> Cash
Expiration Date _____	<input type="checkbox"/> MC	<input type="checkbox"/> Check # _____

CITY OF OROVILLE

Discover Gold, Discover Gold

Return To:

City of Oroville
 1735 Montgomery St.
 Oroville, CA 95966
 Telephone: (530) 538-2508

RENEWAL

BUSINESS LICENSE APPLICATION

NEW BUSINESS

Please type or print.

Make changes in printed information where necessary

Photo ID Required

BUSINESS NAME		
BUSINESS LOCATION (COMPLETE ADDRESS, CITY, STATE, ZIP)		
BUSINESS TELEPHONE	OWNER'S HOME TELEPHONE	*EMAIL ADDRESS
BUSINESS OWNER		OWNER SOCIAL SECURITY NUMBER
HOME ADDRESS (COMPLETE ADDRESS, CITY, STATE, ZIP)		
IS APPLICATION FOR <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION LIST ALL PARTNERS AND/OR ALL OFFICERS & TITLES - ATTACH SEPARATE LIST IF NECESSARY		
NAME/TITLE	ADDRESS	(AREA CODE) PHONE
NAME/TITLE	ADDRESS	(AREA CODE) PHONE
NAME/TITLE	ADDRESS	(AREA CODE) PHONE
NAME/TITLE	ADDRESS	(AREA CODE) PHONE
RESALE NUMBER (BOARD OF EQUALIZATION)	STATE EMPLOYER I D #	FEDERAL EMPLOYERS ID NUMBER

MAILING INFORMATION

NAME			
ADDRESS			
CITY		ZIP	

PLEASE FILL IN APPROPRIATE SPACES:

	Number of Employee's including Owner		
	Number of Professionals,	Number of Assistants or Employees	
	Number of Units (Rms, Apts, Beds, Spaces, Lanes, Billboards, Vehicles, Tables, Chairs, Etc.)		
	Number of Rentals (Auto, Trailers, Planes etc.)		
	Other		

Type of Business (Give Full Description)

AVOID PENALTIES - FILE PROMPTLY ALL BUSINESSES ARE SUBJECT TO AUDIT

AFFIDAVIT: I Herby declare under penalty of perjury, that the reported information is true and correct to the best of my knowledge.

SIGNATURE	PRINT	DATE
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OFFICE USE ONLY				APPROVED	DENIED
RECEIVED BY	DATE	OCCUPANCY PERMIT			
AMOUNT	RECEIPT#	USE PERMIT			
CASH/CHECK	SIC CODE	POLICE CLEARANCE			

CITY OF OROVILLE
EMERGENCY INFORMATION CONTACT SHEET

Should there be an emergency during non-operation hours of your business and a need to contact the Owner(s) and/or Manager(s), please complete the following Emergency information Sheet. **This information is private and confidential** and shall only be used in an emergency.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PHONE BUSINESS: _____ CELL: _____

OWNER

OWNER NAME: _____

OWNER'S ADDRESS: _____

OWNER'S PHONE: _____ CELL: _____

CO-OWNER (if applicable)

CO-OWNER NAME: _____

CO-OWNER'S HOME ADDRESS: _____

CO-OWNER PHONE: _____ CELL: _____

MANAGER (if applicable)

MANAGER'S NAME: _____

MANAGER'S HOME ADDRESS: _____

MANAGER'S PHONE: _____ CELL: _____

ASSISTANT MANAGER (if applicable)

ASSISTANT MANAGER'S NAME: _____

ASSISTANT MANAGER'S HOME ADDRESS: _____

ASSISTANT MANAGER PHONE: _____ CELL: _____

Date Received	Date Recorded in Dispatch	Date Filed in EOC File

WORKERS' COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance carrier and policy numbers are:

Carrier: _____

Policy Number: _____

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name: _____ Date: _____

Address: _____

Signature: _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000 IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Attachment (A)

Required Documents

Corporate businesses must provide the following:

1. Articles of Incorporation – Secretary of State
2. List of Acting Officers
3. Certificate of Workers' Compensation (must be obtained from the insurance company with valid dates)
4. Seller's Permit (if applicable)

Exempt Businesses:

1. Letter of exempt status from the IRS
2. Articles of Incorporation
3. List of acting officers
4. Certificate of Workers' Compensation (if applicable)
5. Sellers' permit (if applicable)

Restaurants/Catering/Food handling:

1. Clearance from the Health Department
2. Seller's permit
3. Proof of Workers' Compensation (if applicable)
4. Proof of Fictitious Business name filing (optional)

All other:

1. Seller's permit (if applicable)
2. Proof of Workers' Compensation (if applicable)
3. Proof of Fictitious Business name filing (optional)

*Please note that all **commercial businesses** situated within the city limits will be required to obtain Certificate of Occupancy. Please contact the Building Dept. at (530) 538-2425 if you have any questions.

***Home based businesses** located in the city limits will be required to obtain a Home Occupancy permit. Please contact our Planning Dept. at (530) 538-2408 if you have any questions.