



City of Hemet

Building Division
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2475

Business Information:

CERTIFICATE OF OCCUPANCY
Construction Related
Certificate of Occupancy Application

Address:		CO
Business Name:	Business Telephone:	
Owner's Name:	Owner's Telephone:	
Description of Business:		

Property Owner Information:		Emergency Contact Information:	
Name:	Name:		
Address:	Address:		
City, State Zip:	City, State Zip:		
Telephone #:	Telephone #:		

CHECK ALL THAT APPLY:

NEW CONSTRUCTION; ADDITION; REMODEL; EXPANSION

THE FOLLOWING BEST DESCRIBES MY OPERATION: OFFICE ONLY; RETAIL SALES; MEDICAL/DENTAL;

WAREHOUSE/MANUFACTURING/DISTRIBUTION; RESTAURANT/TAKE-OUT; OTHER _____

IS THIS BUILDING FIRE SPRINKLERED? Yes No **OCCUPANT LOAD:** _____

BUILDING SQUARE FOOTAGE: _____ **TYPE OF CONSTRUCTION:** _____

Signature: _____ Date: _____

For Official Use Only:

Business License Clearance	BL#:	Signature:	Date
Zoning Verification	Zone:	Signature:	Date:
Code Compliance Clearance		Signature:	Date:
Occupancy Verification	Occupancy Group:	Signature:	Date:

Planning Division Approval	Signature:	Date:
Engineering Approval	Signature:	Date:
Fire Department Approval	Signature:	Date:
Building Division Approval	Signature:	Date:

REMARKS: _____

This is an application only. The business shall not commence until inspection and approval has been obtained by both the Fire Department and Building Division. APPLICATION EXPIRES 60 DAYS FROM PAYMENT OF FEES.



REGULATIONS COVERING

Certificate of Occupancy Construction

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

INFORMATION
BULLETIN

190

March 2020

This handout explains the necessary steps required to successfully apply for a Certificate of Occupancy when some sort of construction, alteration or repair was made to the space to be utilized. Special attention should be paid to each step of the process listed below.

Step #1: Determine if Certificate of Occupancy-Non-Construction or Certificate of Occupancy-Construction application should be completed.

Following is what determines each:

Certificate of Occupancy-Construction: A new building was built or where repairs, alterations were made requiring a building permit.

Certificate of Occupancy-Non-Construction: Opening a business where no construction, including but not limited to electrical, mechanical, plumbing or building; or repairs have occurred. Typical Certificate of Occupancy-Non-Construction include change of ownership, new business in an existing building, etc. If it is determined that a Certificate of Occupancy-Non-Construction application is required, please refer to Informational Bulletin #130.

Step #2: Complete Packet

The packet includes several forms that must be completed by the applicant. In addition, there are examples of releases that may need to be obtained by other agencies. Following is a list of the forms that need to be completed:

- Planning Authorization Form
- Hazardous Material Disclosure
- Hazardous Material Form
- Hazardous Material Release-If Needed (Example)
- EMWD Release (Example)
- Floor Plan
- CR&R Refuse Information
- Fire Department Questionnaire
- Certificate of Occupancy Affidavit

Following is a list of other agencies that need to be contacted and a copy of their release shall be provided to the City of Hemet at time of application

submittal:

- Eastern Municipal Water District – Contact them at (951) 928-3777 and advise them that you need a final release for the City of Hemet. In most situations the release can be faxed to our office, however, there is occasion when an application and/or fees need to be completed for them prior to the Final Release being issued.
- Riverside County Health Department - if you have any hazardous material *or* you are operating a food facility contact will need to be made with their office. They will either issue a permit or an exemption.

Step #3: Obtain signatures of City of Hemet Divisions.

Once you have completed all the forms and obtained written approval from the applicable outside agencies, you will need to return to the City of Hemet to have various departments review your application. Please note, based on the construction that has occurred, these departments may require an on-site inspection. Those departments are as follows:

- Planning Division
- Fire Department
- Engineering Department
- Code Compliance Division

Step #4: Submit and Pay for Application

Once the application is complete and all releases and signatures have been obtained, bring the completed packet along with all supporting documentation to the Building Division. Our staff will review the documentation for accuracy and ensure it is complete. Once a complete review of the records has been performed, the staff will then enter the necessary data into our system and provide you an invoice for payment. Currently our Certificate of Occupancy fees are as follows:

B & M Occupancy

0-4,999 Sq. Ft.	\$241.00
5,000-25,000 Sq. Ft.	\$403.00
Each additional 25,000 Sq. Ft. over	\$130.00

All Other Occupancy, excluding B & M

0-4,999 Sq. Ft.	\$351.00
5,000-25,000 Sq. Ft.	\$599.00
Each additional 25,000 Sq. Ft. over	\$130.00

Please be aware, if both inspections are not requested within 30 days of the application submittal, additional fees may be due. Furthermore, if enforcement is necessary by the City of Hemet Code Compliance Division or Building Division additional fees and penalties may be assessed and due prior to issuance of Certificate of Occupancy.

Step #5: Call for inspections.

There are four (4) inspections required for all Certificate of Occupancies. They are the Fire Department, Planning Division, Engineering Division and the Building Division. The Building Division cannot sign off on the Certificate of Occupancy until all other departments have inspected and approved your project, therefore the Building Division should be scheduled last. You will need to use the Certificate of Occupancy number that was given to you at the Building Department to schedule your inspections. The number is also available on your receipt. The number begins with a "CO".

- Fire Department: Request this inspection first by calling 951-765-2450. Currently fire inspections are only performed on Tuesday and Thursday.
- Planning Division: Request this inspection by calling 951-765-2375.
- Engineering Division: Request this inspection by calling 951-765-3860.
- Building Division: Once approved, you will then need to call and schedule an inspection with the Building Department. 951-765-2428

PLEASE NOTE: The California Building Code states "No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy..." Please be

aware, simply completing this packet and paying the application fee DOES NOT give you authority to open your business at the requested site.

Step # 6: Inspection Performed.

The following list will be the most common items that the Fire Department and the Building Department will be inspecting. Based on the type of business you are conducting, other items may be required. If there are violations found during the inspection, you will be advised of the corrections at the time of your inspection. It is then your responsibility to correct the violations and call for a re-inspection. If the violations are not corrected or the inspector is unable to gain access to the building for inspection, a re-inspection fee may be imposed.

After having passed the required inspections you may then open for business. A Certificate of Occupancy will be sent by mail approximately 2 (two) weeks after the inspection and it must be posted in a conspicuous place.



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.cityofhemet.org

CERTIFICATE OF OCCUPANCY Planning Authorization

Business Address: _____

Name of Business: _____

Contact Name: _____

Phone Number: _____ Email: _____

Associated Cases
(e.g., CUP, AUP, SDR): _____

Statement of Operation Provide a detailed description of your business activities. Continue on reverse side, if needed.

Notifications

1. Municipal Code Section 90-1244(a) requires businesses to obtain a sign permit for banners and other temporary signs, promotional signs, and all permanent signage.
2. Municipal Code Section 90-896 requires businesses to obtain an exterior color permit, except as specifically provided in the code.
3. Municipal Code Section 30-73 requires businesses that provide shopping carts to customers for use on the premises to have a Cart Containment and Retrieval Plan approved by the Community Development Director.
4. Municipal Code Section 30-32 requires residents, businesses, and guests to promote the sound maintenance of their property in order to enhance the appearance, habitability, occupancy, use, and safety of all structures and premises in the city. All business owners are required to bring their properties into compliance with city codes and regulations prior to issuance of a certificate of occupancy, if applicable.
5. Municipal Code Section 90-79 prohibits medical marijuana distribution facilities in the City of Hemet. No business is permitted to cultivate, store, or distribute marijuana on its property. Violation of this section may result in both civil and criminal liability.

Authorizations

I acknowledge I have read the Notifications and agree to comply with all City codes and regulations.

Print Applicant Name _____

Applicant Signature _____ Date _____

Property Owner/Manager (print) _____

Property Owner/Manager Signature _____ Date _____



Hazardous Materials Disclosure

Please place a check mark next to the category of hazardous material that you use or store at your place of business.

- Gasoline, diesel, or used oil stored in an underground tank; lubricating oils, antifreeze, hydraulic fluids, etc. associated with automotive repair facilities; motor vehicle batteries (less than 1000 pounds); and oxygen acetylene, argon or other compressed gasses (less than 1000 cubic feet) associated with automotive welding.
- Flammable - gasoline, naphtha solvent, acetone, kerosene, paint thinner, paint, and ink.
- Combustibles - Diesel oil, fuel oil, mineral oil, lubricating oil and liquid asphalt.
- Corrosives - Acetic acid, ammonium hydroxide, chromic acid, hydrochloric acid, oleum perchloric acid, phosphorus pentachloride, potassium hydroxide, and sodium hydroxide.
- Reactive - Organic peroxides, hypochlorite, perchlorates, magnesium alloys, matches, celluloid, calcium carbide, ammonium nitrate, lead nitrate, methyl ethyl ketone peroxides (MEKP), acetyl chloride, chromic acids, cyanides, permanganates, and sulfides.
- Toxic Materials - Examples of toxic materials include materials/wastes which contain heavy metal/inorganics such as dusts solutions, wastewater treatment sludge, paint wastes, or waste inks. Examples of toxic heavy metals and inorganics include arsenic, barium cadmium chromium, lead, mercury, selenium, and silver.
- Explosives in Division 1/3 - Signal cartridges and empty combustible cases without primer.
- Compressed gases or liquids - Oxygen, acetylene, argon, helium, carbon dioxide, propane, nitrogen, and silane.
- Poisons in Division 2.3 - Poisonous gases such as chlorine gas, arsine, phosgene, and cyanogen
- Poisons in Division 6.1 - Poisonous solids/liquids such as arsenic compounds, phenol pesticides (e.g. carbamates, copper-based, organochlorine, organophosphorus, organotin, phenyl urea, phenoxy, etc). Tree or weed killing compound, cyanides, disinfectants, dyes, isocyanates, medicines, mercury compound, motor-fuel anti-knock mixtures, etc.
- Explosive in Division 1.1 - Explosives articles, pyrotechnic articles, black powder, and nitroglycerin.
- Explosive in Division 1.2 - Cartridges for weapons, propelling charges for cannons and propelling charges for rocket motors.
- Acutely Hazardous Materials/Extremely Hazardous Wastes - Anhydrous ammonia, sulfuric acid, nitric acid, hydrogen chloride (gas), hydrogen fluoride, phosphoric acid, formaldehyde, PCBs, and toluene disocyanate.
- Radioactive Materials - Radioactive sources such as Strontium 90, Cesium 137, Cobalt 60, Carbon 14, Iodine 131, and Americium 244.
- Other hazardous material(s) to be used or stored at my place of business: _____

If you use or store any of the above hazardous materials at you place of business, you may need to obtain a permit from the County of Riverside Department of Environmental Health. To verify your need for a permit, you must go to the County of Riverside Department of Environmental Health at 800 S. Sanderson Ave., Hemet, CA.

I, _____ (owner of the business) hereby affirm that I neither use or store hazardous materials at my place of business located at: _____ (business address).

Signature of Owner

Date



Hazardous Materials

Will the applicant or future building occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amounts specified on the hazardous materials information guide? _____

Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the south Coast Air Quality Management District (SCAQMD) ? (See permitting checklist for guidelines.) _____

Will the proposed building or modified facility be within 1000 feet of the outer boundary of a school? _____

I have read the hazardous material information guide and the SCAQMD permitting checklist. I understand my requirements under the State of California Health & Safety Code, Sections 25533 and 25534 concerning hazardous materials reporting.

I certify under the penalty of perjury that the forgoing information is true and correct to the best of my knowledge.

Name of Owner : _____

Signature: _____

Name of Commercial Business: _____

Address of Commercial Business: _____



South Coast
 Air Quality Management District
 21865 Copley Drive, Diamond Bar, CA 91765-4182
 (909) 396-3529 [http:// www.aqmd.gov](http://www.aqmd.gov)

Air Quality Permit Checklist

California Government Code Section 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This Checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name: _____

Property Address: _____

City: _____ Zip Code: _____

Contact Person: _____ Title: _____

Type of Business: _____ Telephone: _____

Fax Number: _____ E-mail: _____

Applicant (print name): _____ Signature: _____

Date: _____

▪ Will the facility have any of the following equipment? Yes No

- | | |
|---|---|
| <ul style="list-style-type: none"> Charbroiler Dry cleaning machine Spray booth Printing press (screen/lithographic/flexographic) Internal combustion engine greater than 50 HP (excluding motor vehicles) | <ul style="list-style-type: none"> Boiler/combustion equipment (greater than 1 million BTU/hr. maximum input) Abrasive blasting cabinet/room Baghouse/cartridge-type dust filter/scrubber Motor fuel storage and dispensing equipment |
|---|---|

▪ Will any of the following operations be performed? Yes No

- | | |
|--|---|
| <ul style="list-style-type: none"> Application of paints or adhesives Etching, plating, casting, or melting of metals Molding, extruding, or curing of plastics | <ul style="list-style-type: none"> Mixing and blending of liquids and/or powders Storage of acids, solvents, organic liquids, or fuels Production of fumes, dust, smoke, or strong odors |
|--|---|

If you answered "No" to both questions, this checklist is your clearance from AQMD. If you answered "Yes" to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at 1-800-CUT-SMOG (1-800-288-7664).



COUNTY OF RIVERSIDE • COMMUNITY HEALTH AGENCY
DEPARTMENT OF ENVIRONMENTAL HEALTH

HAZARDOUS MATERIALS PERMIT CLEARANCE

Applicant Name: _____

Business Name: _____

Address: _____

Applicant Signature: _____

- No Hazardous Materials Division permits are required at this time.
- A Hazardous Waste Generator permit must be obtained prior to operation.
- An Underground Storage Tank operating permit must be obtained prior to operation.
- A Hazardous Materials Handlers permit must be obtained prior to operation.
- An Underground Storage Tank Closure permit must be obtained.
- An Underground Storage Tank Construction/Installation permit must be obtained prior to construction/modification/repair activities.
- A Cal ARP Risk Management Plan must be submitted prior to occupancy and/or operation.

Other: _____

Comments: _____

Specialist Signature: _____ Date: _____

County of Riverside, Health Services Agency
Department of Environmental Health
Hazardous Materials Management Division
800 South Sanderson Avenue, #200
Hemet, CA 92545
Tel (951)766-8524
Fax (951)766-7874



November 18, 2004

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Legal Counsel

Redwine and Sherrill

City of Hemet
Community Development
445 E. Latham Street
Hemet CA 92543

Gentlemen:

RE: Releases for Building Permits and/or Certificate of Occupancy

Eastern Municipal Water District (District) is required, as part of federal and state regulations, to review all commercial and industrial projects prior to issuance of building permits and/or receipt of certificate of occupancy. In order to avoid unnecessary delays in the issuance of the certificate of occupancy, the District requests your assistance in notifying all commercial, industrial and institutional businesses of these requirements.

The District issues a **First Release** after completing a plan review and a **Clearance or Final Release** prior to issuance of the **Certificate of Occupancy**. The releases are available from the District's New Business Development Department at:

Eastern Municipal Water District
New Business Development Department
2270 Trumble Road
Perris CA 92570

Your cooperation in this matter is greatly appreciated. It is extremely important that these procedures are followed for the District to meet federal and state requirements. Any question related to this notice should be directed to the New Business Development Department at (951) 928-3777 extension 2081.

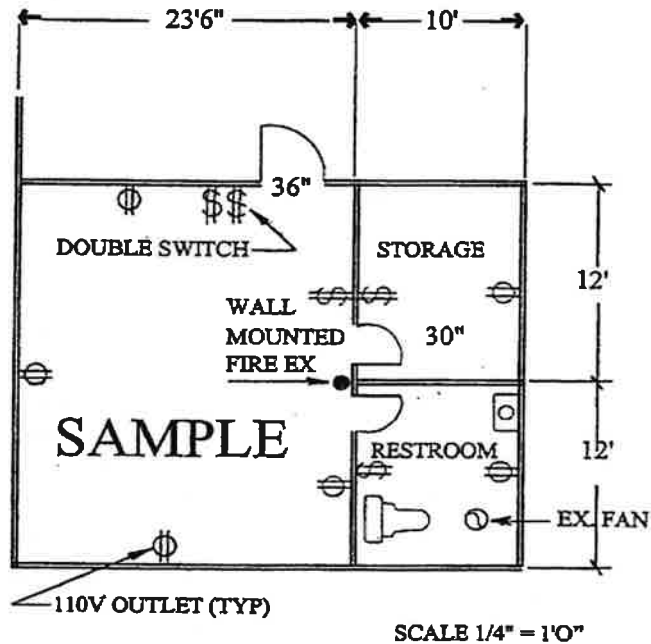
Sincerely,

Charles J. Bachmann
Assistant General Manager
Engineering

CJB:aa

Mailing Address: Post Office Box 8300 Perris, CA 92572-8300 Telephone: (951) 928-3777 Fax: (951) 928-6177
Location: 2270 Trumble Road Perris, CA 92570 Internet: www.cmwd.org

**REQUIREMENTS FOR
FLOOR PLAN
FOR CERTIFICATE OF
OCCUPANCY**



**PROVIDE THE FOLLOWING
INFORMATION ON A DRAWING:**

1. LOCATION OF WALLS AND PARTITIONS
2. LOCATION AND WIDTH OF DOORS
3. LOCATION OF ELECTRICAL OUTLETS,
WALL SWITCHES AND EXHAUST FANS.
4. LOCATION OF FIRE EXTINGUISHER
5. ADDRESS AND SUITE NO.
6. PROVISION FOR HANDICAPPED FACILITIES
IN RESTROOM, SIZE OF WHEEL CHAIR
TURNAROUND, LOCATION OF GRAB BARS, ETC.
7. IS THE BUILDING FIRE SPRINKLERED
 YES NO



City of Hemet
Fire Department
 Fire Prevention Division
 510 E. Florida Ave. ~ Hemet, CA 92543
 951/765-2450

Certificate of Occupancy Application/Questionnaire

Business Address:	
Business Name:	
Type of Business:	

Please check each of the following processes and/or materials that will be stored and/or used in your business:

- | | |
|---|--|
| <input type="checkbox"/> Aerosol Products (105.6.1)
<input type="checkbox"/> Amusement Buildings (105.6.2)
<input type="checkbox"/> Aviation Facilities (105.6.3)
<input type="checkbox"/> CO2 Systems for Beverages (105.6.4)
<input type="checkbox"/> Carnivals and Fairs (105.6.5)
<input type="checkbox"/> Cellulose Nitrate Film (105.6.6)
<input type="checkbox"/> Combustible Dust Production (105.6.7)
<input type="checkbox"/> Combustible Fiber Production (105.6.8)
<input type="checkbox"/> Compressed Gases (105.6.9)
<input type="checkbox"/> Covered and Open Malls (105.6.10)
<input type="checkbox"/> Cryogenic Fluids (105.6.11)
<input type="checkbox"/> Cutting and Welding (105.6.12)
<input type="checkbox"/> Dry Cleaning (105.6.13)
<input type="checkbox"/> Exhibits and Trade Shows (105.6.14)
<input type="checkbox"/> Explosives (105.6.15)
<input type="checkbox"/> Fire Hydrants and Valves (105.6.16)
<input type="checkbox"/> Flammable and Combustible Liquids (105.6.17)
<input type="checkbox"/> Floor Finishing (105.6.18)
<input type="checkbox"/> Fruit and Crop Ripening (105.6.19)
<input type="checkbox"/> Fumigation and Insecticidal Fog (105.6.20)
<input type="checkbox"/> Hazardous Materials (105.6.21)
<input type="checkbox"/> Hazardous Production Material (105.6.22)
<input type="checkbox"/> High-Piled Storage (105.6.23)
<input type="checkbox"/> Hot Work Operations (105.6.24)
<input type="checkbox"/> Industrial Oven (105.6.25) | <input type="checkbox"/> Lumber Yards and Woodworking (105.6.26)
<input type="checkbox"/> Fueled Vehicle in Assemblies (105.6.27)
<input type="checkbox"/> LP-Gas (105.6.28)
<input type="checkbox"/> Magnesium (105.6.29)
<input type="checkbox"/> Misc Combustible Storage (105.6.30)
<input type="checkbox"/> Motor Fuel Dispensing (105.6.31)
<input type="checkbox"/> Open Burning (105.6.32)
<input type="checkbox"/> Open Flames and Torches (105.6.33)
<input type="checkbox"/> Open Flames and Candles (105.6.34)
<input type="checkbox"/> Organic Coatings (105.6.35)
<input type="checkbox"/> Place of Assembly (105.6.36)
<input type="checkbox"/> Private Fire Hydrants (105.6.37)
<input type="checkbox"/> Pyrotechnic Material (105.6.38)
<input type="checkbox"/> Pyroxylin Plastics (105.6.39)
<input type="checkbox"/> Refrigeration Equip (105.6.40)
<input type="checkbox"/> Repair Garage and Fuel Dispensing (105.6.41)
<input type="checkbox"/> Rooftop Heliports (105.6.42)
<input type="checkbox"/> Spraying or Dipping (105.6.43)
<input type="checkbox"/> Storage of Scrap Tires (105.6.44)
<input type="checkbox"/> Temporary Membrane / Tents (105.6.45)
<input type="checkbox"/> Tire Rebuilding (105.6.46)
<input type="checkbox"/> Waste Handling (105.6.47)
<input type="checkbox"/> Wood Products (105.6.48) |
|---|--|
- Does this business utilize substances listed as hazardous by the State of California?
 Has a Business Emergency Plan been submitted to the County of Riverside, Environmental Health?
 Are Hazardous chemical wastes generated at this facility?
 None of the processes or materials listed above are stored or used in my business.

Date:		Business Owner Signature:	
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Please note, if these processes or materials are stored or used, a permit from the City of Hemet, Fire Department, Fire Prevention Division is required, prior to applying for a Certificate of Occupancy.

CITY OF HEMET

445 E. Florida Ave.

Hemet, CA 92543

CERTIFICATE OF OCCUPANCY

Prior to approval of a Certificate of Occupancy, the Building and Safety Department requires verification that you have initiated service with CR&R, Inc. (the City's franchised refuse hauler) for solid waste services. CR&R Inc. can be reached at (800) 755-8112, Monday – Friday from 8:00a.m. to 5:00p.m. Once arrangements have been made, CR&R will notify the Building and Safety Dept. Important: Contact CR&R at least 24 hours prior to obtaining your Certificate of Occupancy.

WHY YOU MUST USE HEMET'S FRANCHISED SOLID WASTE HAULER

The California Integrated Waste Management Act (CIWMA) of 1989 mandates that all cities and counties in California reduce solid waste disposed at landfills generated within their jurisdictions by 50%. Cities and Counties that do not meet the State goals may be fined up to \$10,000 per day. In order to help jurisdictions meet the 50% diversion rate, the CIWMA gives the City authority to award an exclusive solid waste franchise agreement with solid waste haulers. The City and the hauler work as a team to achieve the goals as outlined in the CIWMA.

The City of Hemet has awarded an exclusive solid waste franchise agreement to CR&R Incorporated. Under the Franchise, CR&R is the only solid waste hauler permitted to collect and dispose of all waste including commercial, residential and construction debris within the City of Hemet. CR&R is a long-standing service provider that strives to work within the requirements and demands of the building industry. CR&R works with the City to help meet our waste reduction goals by sorting recyclable materials at their facility in Perris. CR&R transports sorted recyclable materials to various facilities for reuse or processing. This keeps recyclable materials from going to the landfill.

We know that CR&R will work with you to provide prompt and reliable service. If you have any questions, please contact Charles Russell at 951-765-3712.



City of Hemet
Building Division
445 E. Florida Avenue; Hemet, CA 92543
(951) 765-2475

CERTIFICATE OF
OCCUPANCY
Affidavit

Initial

_____ I understand that this is only an application for Certificate of Occupancy and that it does not give me any authority to begin conducting business at this site.

_____ I understand that I shall not conduct business at this site, or allow person's from the general public to enter my place of business prior to obtaining and successfully passing both an inspection from the City of Hemet Fire Department and the City of Hemet Building Division.

_____ I understand that if I do begin conducting business at this site prior to passing these inspections and obtaining final approval, that I am in violation of the current California Building Code as adopted in Chapter 14 of the City of Hemet Municipal Code and I am subject to my business being shut down and not being allowed to conduct business at this site until such time the inspections are obtained.

_____ I understand that if violations are found during these inspection, I will not be able to start conducting business at this site, until which time all violations have been corrected, inspected and approved by a City of Hemet Building and/or Fire Inspector.

_____ I understand that the City does not differentiate between responsibility of landlord/tenant agreements and that even though it may be the responsibility of the Landlord or Owner, that my business will be closed while corrections are made.

_____ I understand that if a situation arises that warrants the need for a Temporary Certificate of Occupancy to be issued that a refundable deposit must be deposited with the City of Hemet prior to business being conducted at this site.

_____ I understand that if this is a change of ownership of a previously permitted business that violations could exist in my business. If violations are found, I understand that I will be required to obtain a Temporary Certificate of Occupancy that may require additional fees and paperwork immediately to continue conducting business. Furthermore I understand that if these fees are not paid and the necessary paperwork is not completed in the time frame provided that my business may be subject to being shut down and my business must cease to operate.

_____ I understand if a Certificate of Occupancy is not issued within 60 days of this application, the application will become null and void and a new fee will need to be paid.

_____ Date

_____ Signature

_____ Print Name