

# BUSINESS REGISTRATION

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## CERTIFICATE OF USE & OCCUPANCY REQUIREMENTS



### **IMPORTANT NOTE:** THE FOLLOWING REQUIREMENTS APPLY TO:

- ALL COMMERCIAL BUILDINGS, SUITES AND SUBLET SPACES
- ADDRESSES WHERE **NO** TENANT IMPROVEMENTS ARE BEING MADE
- ADDRESSES WHERE PREVIOUS CERTIFICATE OF OCCUPANCY WAS ISSUED FOR THE SAME USE

### **REQUIREMENTS**

1. ALL APPLICATIONS FOR THE BUSINESS REGISTRATION/CERTIFICATE OF OCCUPANCY WILL ONLY BE ACCEPTED AT THE CITY HALL FRONT COUNTER. MON-THUR 8:00 A.M. TO 12 NOON & 1:00 P.M. TO 4:00 P.M. AND FRIDAYS FROM 8:00 A.M. TO 12 NOON. (PLEASE NOTE: ALL APPLICATIONS RECEIVED VIA MAIL WILL BE PROMPTLY RETURNED)
2. A BUSINESS REGISTRATION/CERTIFICATE OF USE AND OCCUPANCY APPLICATION IS TO BE FILLED OUT ENTIRELY. (INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. ALL COMPLETED APPLICATIONS WILL BE REVIEWED OVER THE COUNTER BY THE BUILDING DIVISION.)
3. PLEASE PROVIDE ONE FULLY-DIMENSIONED FLOOR PLAN FOR EACH FLOOR OCCUPIED BY THE BUSINESS. THE FLOOR PLAN SHALL INCLUDE LABELS FOR EACH ROOM AND INDICATE THE LOCATION OF DOORWAYS, WALLS, WINDOWS, AND FIXTURES. THE FLOOR PLAN SHALL BE PROVIDED ON A MINIMUM 8.5" X 11" SHEET OF PAPER FOR REVIEW BY THE PLANNING AND BUILDING AND SAFETY DIVISIONS.
4. FOR OTHER THAN OFFICE SUITES; YOU WILL NEED TO OBTAIN A "WILL SERVE LETTER" FROM THE GOVERNING WATER DISTRICT. PLEASE CONTACT SANTA MARGARITA WATER DISTRICT (949-459-6648) or TRABUCO CANYON WATER DISTRICT (949-858-0277) FOR FURTHER INFORMATION.
5. PLANNING DIVISION APPROVAL IS REQUIRED.  
(CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT 949-635-1800)
6. A ONE TIME FEE OF \$213.64 WILL BE COLLECTED WITH THE APPLICATION AND CAN BE PAID BY CREDIT CARD, CASH, OR A CHECK MADE OUT TO CIY OF R.S.M.
6. YOU MUST SCHEDULE AN INSPECTION WITH THE CITY BUILDING & SAFETY DIVISION BY CALLING 949-635-1800 EXT 6100 WITHIN 180 DAYS OF APPLICATION.
7. ONCE THE INSPECTION HAS BEEN COMPLETED; YOUR APPLICATION WILL BE PROCESSED; A CERTIFICATE CREATED; AND BE MAILED OUT TO APPLICANT WITHIN 2-4 WEEKS OF FINAL INSPECTION DATE.