

## CERTIFICATE OF OCCUPANCY PROCESS AND GUIDELINES

A Certificate of Occupancy is a certificate issued by the City’s Building and Safety Division which authorizes the occupancy of a building for a specific business or purpose. A Certificate of Occupancy also signifies zoning approval, meaning that the business is located within an appropriately zoned property in conformance with the City’s zoning regulations. Businesses cannot commence business operations until the Certificate of Occupancy and Business License applications are approved and issued by the City.

### **CERTIFICATE OF OCCUPANCY PROCESS**

A Certificate of Occupancy typically takes 30-days to process. Upon submittal of the *Certificate of Occupancy Application*, your business will be scheduled for inspection by a Building Inspector. The Inspector will review city permit records and conduct an exterior and interior inspection of the property (other structures may be entered during inspection), to determine that major structural additions, modifications and alterations were made with the appropriate permits.

After the inspection, the Building Inspector will provide a notice that either ensures compliance with the Building Code or details the measures necessary for compliance. If no corrections are found, the *Certificate of Occupancy* will be approved and forward to the Business License Division. The Business License Division will then issue the *license* along with the approved *Certificate of Occupancy*. The Business License Division will notify the applicant to pick-up their *license* and *certificate*, and pay the pending fees. The Business License turnaround is 2-3 days, from the day the Building and Safety Division submits the approved *Certificate of Occupancy*. The license will not be released until the business passes the occupancy inspection and is granted a *Certificate of Occupancy* by the Building and Safety Division.

In order to receive approval in a timely manner, please ensure to complete the occupancy inspection requirements (see page 2), and if applicable, submit to the Business License Division a copy of your business permit issued by the LA County Health Department. Failure to do so will result in delays to the processing of your *Certificate of Occupancy* and *license* applications.

<b>OCCUPANCY INSPECTION FEES – Fiscal Year 2015-16</b>	
(subject to change per fiscal year)	
Building floor area of 1 to 5,000 s.f.	\$235
Building floor area of 5,001 to 10,000 s.f.	\$380
Building floor area of 10,001 to 50,000 s.f.	\$434
Building floor area over 50,001 s.f.	\$681
Additional fee for Home Occupation/Special Activity	\$61
Additional fee to expedite inspection	\$367

### **PAYMENT METHODS**

The City takes only cash or checks payable to the City of South Gate. An ATM is available inside City Hall.

### **INSPECTION TURNAROUND**

At the time of application submittal, the applicant will be given the first available appointment for inspection, typically within 1-2 business days. Please note, the Building and Safety Division only conducts field inspections Monday-Thursday between 9am – 5pm, City Hall is closed Fridays. The applicant must provide the Inspector access to the property on the day of inspection. To schedule an occupancy inspection, contact the Building and Safety Division at (323) 563-9549, Monday – Thursday, 7am-5:30pm.



**INSPECTION REQUIREMENTS**

In order to pass the occupancy inspection and avoid unnecessary delays, the property must comply with the following occupancy requirements.

- 1) Property address must be identified on front and rear entrances of building (post 4" minimum height numbers/letters);
- 2) Graffiti must be removed from exterior walls, windows, signs, sidewalks, parking lot, light standards, trash enclosures, fences, etc.;
- 3) Unpermitted signage must be removed including signs installed by previous business. For signage permits, contact the Planning Division at (323) 563-9514;
- 4) Trash enclosure area and roof must be clean and free of debris;
- 5) Inoperative vehicles, discarded equipment, appliances, furniture, construction debris, etc. must be removed from property;
- 6) Overgrown vegetation and weeds on sidewalk(s) and property must be trimmed;
- 7) Stripping of parking stalls must be visible and disabled parking signs must be properly posted;
- 8) Merchandise must be within an enclosed building. Outdoor display of merchandise requires approval from the Planning Division. For requirements, contact the Planning Division at (323) 563-9514;
- 9) Obtain permits for tenant improvements. Tenant improvements include modifications to ceiling system, plumbing/electrical/mechanical work, demolition, etc;
- 10) Outstanding permits for building; plumbing, electrical, mechanical, sewer and unpermitted construction/remodeling must be cleared with the Building and Safety Division. For more information, contact the Building and Safety Division at (323) 563-9583; and
- 11) Pending violations of a Conditional Use Permit with the Planning Division must be cleared. For information contact the Planning Division at (323) 563-9514.

**CORRECTIONS REQUESTED**

If corrections/repairs are requested as a result of the occupancy inspection, the inspector will issue a written notice that will indicate the steps required to repair/address the correction(s). The business owner must correct such violations before the *Business License Application* expires (60-days from date of submittal) to avoid additional fees. Failure to do so will require the applicant to re-apply and pay another application fee.

If the repairs require a permit, the permit must be obtained by the property owner or State Licensed Contractor with a South Gate Business License at City Hall, Building and Safety Division, Monday – Thursday, 7am-4:30pm. Payments for permits are collected until 4:30pm.

**FIRE DEPARTMENT APPROVAL**

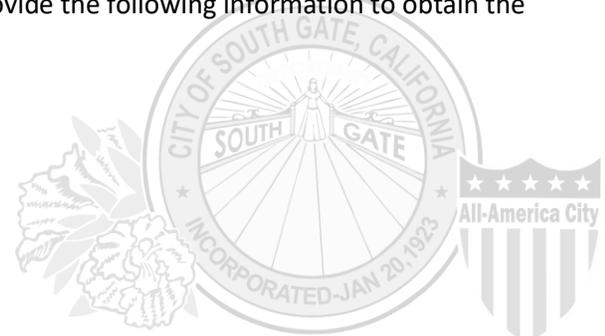
The applicant is responsible for obtaining Fire Department approval for their business. Please be advised that all new commercial construction and tenant/business improvements, such as change of business use require permits and Fire Department approval. For more information, visit [www.fire.lacounty.gov/fire-prevention-division](http://www.fire.lacounty.gov/fire-prevention-division), call (323) 890-4125 or visit the Fire Prevention Division Headquarters, Fire Marshal's Office at 5823 Rickenbacker Road, Commerce, CA 90040.

**STEPS TO OBTAIN CERTIFICATE OF OCCUPANCY AND BUSINESS LICENSE:**

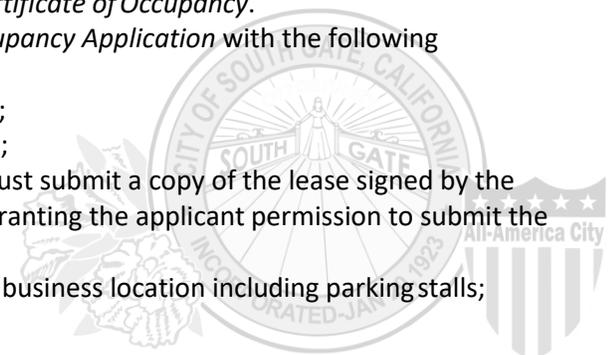
- 1) Call, email or visit the Planning Division in the Community Development Department to verify that you're proposed business is an allowed use at the subject property. Be prepared to provide the following information to obtain the allowed use/zoning:

- a) Property address
- b) Specific business use and activity

Community Development Department, Planning Division  
8650 California Avenue, South Gate, CA 90280  
(323) 563-9514 or [jjimenez@sogate.org](mailto:jjimenez@sogate.org)  
Monday – Thursday: 7am – 5:30pm



- 2) Visit the Business License Division to obtain a *Zoning Clearance Form*.  
City Hall, Business License Division  
Monday – Thursday: 7am – 5:30pm.  
(323) 563-9527
- 3) Fill-out the *Zoning Clearance Form* and submit it to the Planning Division for review and approval. The Planning Division in the Community Development Department will ensure that the proposed business is permitted at the subject address. The turnaround for this is normally 2-3 days.
- 4) The Planning Division will notify you to pick up the *Zoning Clearance Form*. Please be advised the form is only valid for six (6) months from the date of approval. Failure to pick-up the form from the Planning Division within 6-months of approval will require you to obtain a new clearance approval.
- 5) After you obtain *Zoning Clearance* approval, you can pull permits to remodel the building, install new permitted signage and obtain Fire Department approval. However, you may not operate your business until you are issued a Certificate of Occupancy and a Business License.
  - a) All building permits must be obtained by the property owner or a State Licensed Contractor with a City of South Gate Business License. The permits can be obtained at City Hall, Building and Safety Division, Monday – Thursday, 7am-4:30pm. Payments for permits are collected until 4:30pm.
  - b) For signage permits contact the Planning Division at (323) 563-9514/jjimenez@sogate.org, Monday – Thursday: 7am – 5:30pm, or visit [www.cityofsouthgate.org/Planning](http://www.cityofsouthgate.org/Planning).
  - c) For Fire Department information, visit [www.fire.lacounty.gov/fire-prevention-division](http://www.fire.lacounty.gov/fire-prevention-division), call (323) 890-4125 or visit the Fire Prevention Division Headquarters, Fire Marshal's Office at 5823 Rickenbacker Road, Commerce, CA 90040.
- 6) If you are not doing any remodeling or new signage you can proceed to apply for a *Business License—step 7*.
- 7) After you obtain the *Final Permit approval* for all permits (building, signage and Fire Department), you can apply for a *Business License Application*.
  - a) Please be advised that the *Business License Application* is only valid for sixty (60) days from the date of submittal. After sixty (60) days, the applicant will be required to re-apply and pay another application fee.
- 8) Visit the Business License Division to apply for a *Business License* and submit the following REQUIRED items with the *Application*:
  - i) *Approved Zoning Clearance Form*;
  - ii) *Application* deposit fee of \$33. This deposit will be deducted from the total business license fee;
  - iii) Additional documents requested by the Business License Division;
  - iv) Plot plan to scale in a 8 ½ x 11 copy showing the proposed business location including parking stalls;
  - v) Floor plan to scale in a 8 ½ x 11 copy showing the location of the following:
    - windows and doors with dimensions;
    - door swing of exit doors;
    - layout of desks, files, equipment, racks, counters, etc.; and
    - water heater and electrical panel(s)
  - vi) If your business operation includes the preparation of food and/or food products you must obtain LA County Health Department approval (800) 700-9995. A copy of the approved permit issued by the Health Department must be submitted to the City's Business License Division. The Business License Division will not release the license until a copy of the approved permit issued by the Health Department is received.
- 9) After you obtain a *Business License Application*, you can apply for a *Certificate of Occupancy*.
- 10) Visit the Building and Safety Division and submit the *Certificate of Occupancy Application* with the following REQUIRED items:
  - i. Original copy of the approved *Business License Application*;
  - ii. Payment for the occupancy inspection (cash or check only);
  - iii. If the applicant is not the property owner, the applicant must submit a copy of the lease signed by the property owner or a letter signed by the property owner granting the applicant permission to submit the occupancy application;
  - iv. Plot plan to scale in a 8 ½ x 11 copy showing the proposed business location including parking stalls;



- v. Floor plan to scale in a 8 ½ x 11 copy showing the location of the following:
    - windows and doors with dimensions;
    - door swing of exit doors;
    - layout of desks, files, equipment, racks, counters, etc.; and
    - water heater and electrical panel(s)
  - ii) Meet the occupancy inspection requirements listed on page 2.
- 11) The Building and Safety Division will schedule the initial occupancy inspection, typically within 1-2 business days. Someone must be present the day of inspection to allow entry to the inspector.
  - 12) On the day of the inspection, the inspector will notify the applicant, in writing, if the occupancy needs corrections/repairs or if it passes the inspection.
  - 13) If corrections/repairs are requested, the applicant must complete the corrections/repairs and re-schedule a second inspection before the *Business License Application* expiration date to avoid additional fees.
  - 14) Once you obtain occupancy approval, the Building and Safety Division will forward the approved *Certificate of Occupancy* to the Business License Division. The Business License Division will contact the applicant when the *Certificate of Occupancy* and *Business License* are ready for pick-up. The Business License Division will hold the *Certificate of Occupancy* and *Business License* **for 30 days**. Failure to pick-up the documents within 30 days, will result in a Notice of Violation and penalty fees.
  - 15) After you pick-up the *Certificate of Occupancy* and *Business License* and pay all pending fees, you may open your business to the public.

#### **IMPORTANT CONTACT INFORMATION**

##### **To schedule an occupancy inspection and/or change the date of inspection:**

Contact the Building and Safety Division at (323) 563-9549/ecardenas@sogate.org, Monday – Thursday, 7am-5:30pm.

##### **For questions regarding the notice of corrections:**

Contact the Building and Safety Division at (323) 563-9583/ecardenas@sogate.org. For technical questions, you may contact the Inspector Monday – Thursday, 8am-9am at (323) 563-9549.

##### **For questions related to the business license:**

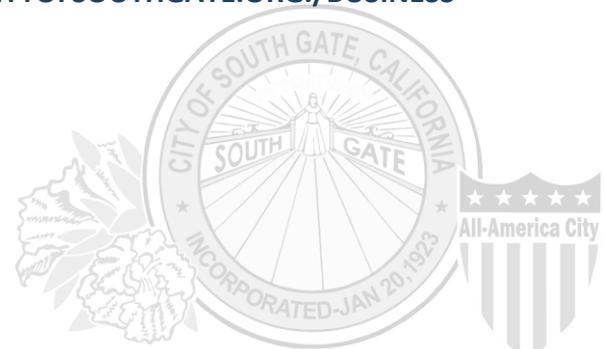
Contact the Business License Division, Monday – Thursday, 7am – 5:30pm at (323) 563-9527/yclayton@sogate.org or visit [www.cityofsouthgate.org/businesslicense](http://www.cityofsouthgate.org/businesslicense).

##### **For questions regarding the Allowed Business Use, Zoning Clearance Form or to obtain permits for business signs:**

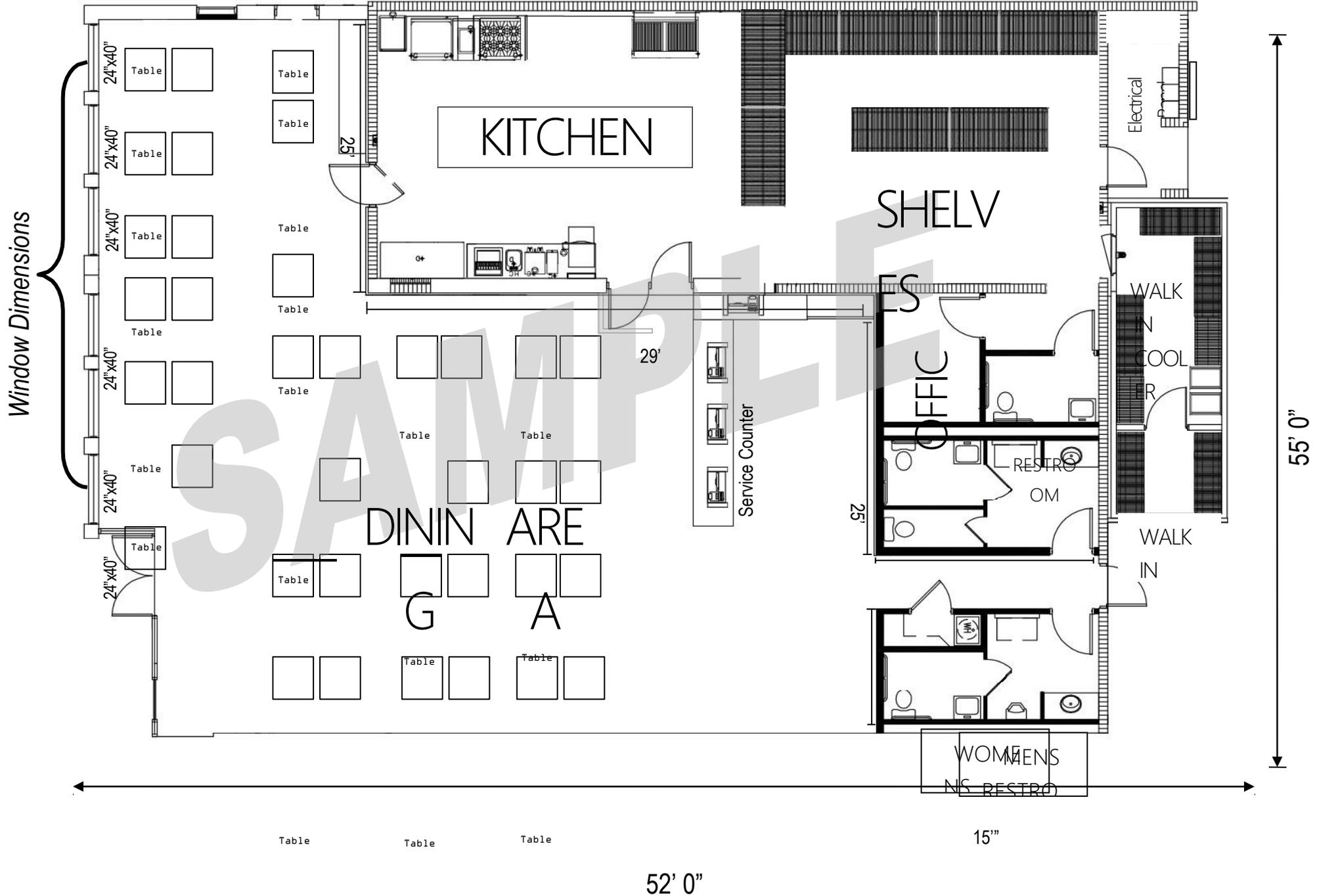
Contact the Planning Division at (323) [563-9514](tel:563-9514)/[jjimenez@sogate.org](mailto:jjimenez@sogate.org), Monday – Thursday, 7am – 5:30pm, or visit [www.cityofsouthgate.org/Planning](http://www.cityofsouthgate.org/Planning).

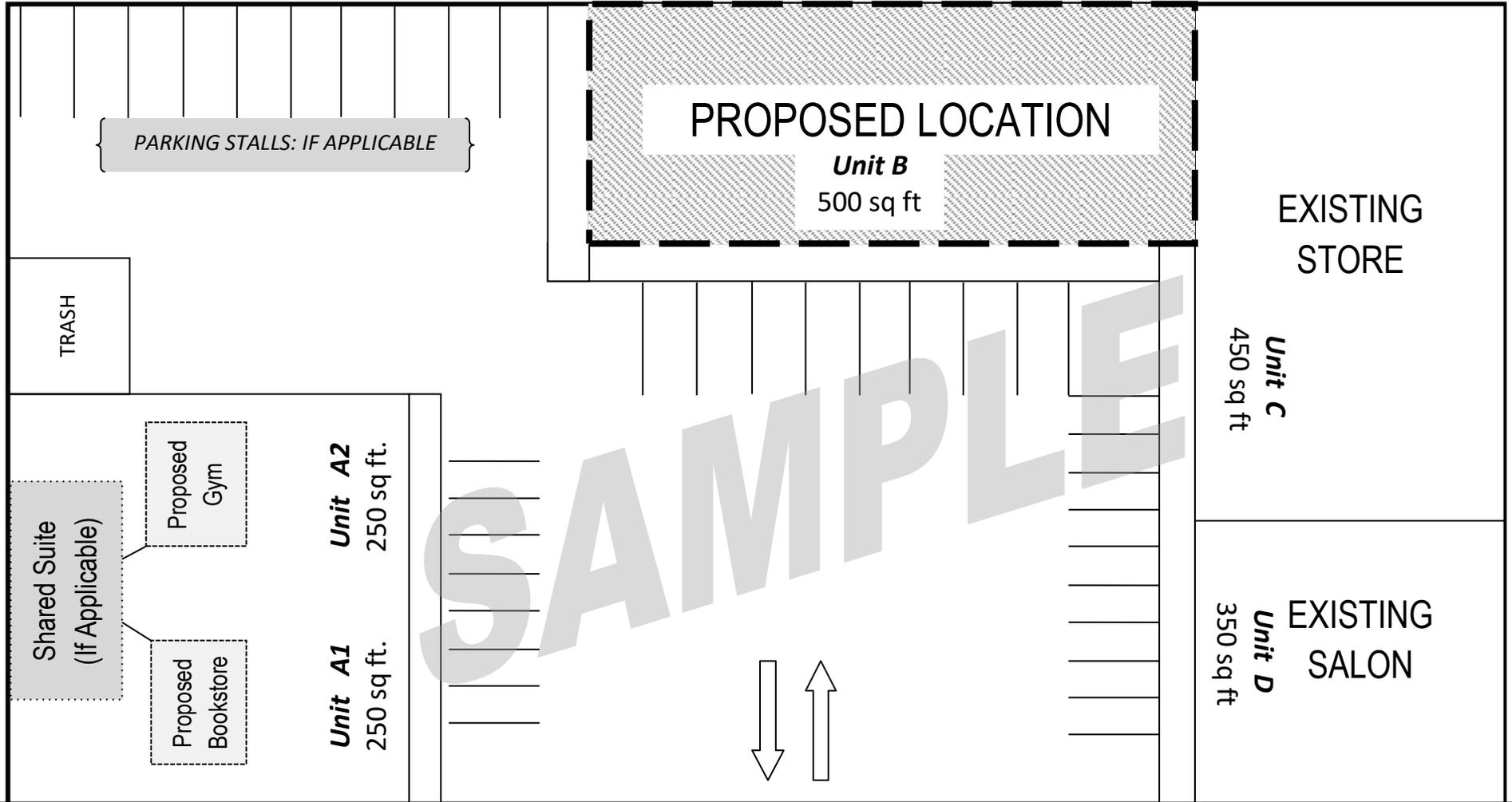
**THANK YOU FOR DOING BUSINESS IN SOUTH GATE!**

**VISIT THE CITY'S DEDICATED BUSINESS WEBSITE AT [WWW.CITYOFSOUTHGATE.ORG/BUSINESS](http://WWW.CITYOFSOUTHGATE.ORG/BUSINESS)**



CERTIFICATE OF OCCUPANCY - FLOOR PLAN





TWEEDY BLVD.

**Business Address**  
1111 Tweedy Blvd. Unit B  
South Gate, Ca 90280

TYPE OF APPLICATION:	
<input type="checkbox"/> NEW BUSINESS	<input type="checkbox"/> CHANGE OF BUSINESS OWNERSHIP
<input type="checkbox"/> CONSTRUCTION COMPLETION	
PROPERTY INFORMATION	
BUSINESS ADDRESS	
BUSINESS NAME	
TYPE OF BUSINESS ACTIVITY	
PREVIOUS USE OF BUILDING	
SQUARE FOOTAGE OF UNIT	
IS THE UNIT A SHARED SUITE?	<input type="checkbox"/> Yes - If so, provide a plot plan showing the location of the shared suite, square footage, business name of each suite and business activity/use. <input type="checkbox"/> No
CONSTRUCTION/ TENANT IMPROVEMENTS	Pending Building Permits? <input type="checkbox"/> Yes Building Permit Number(s) : _____ <input type="checkbox"/> No _____

PROPERTY OWNER INFORMATION			
NAME OF PROPERTY OWNER:			
MAILING ADDRESS:			
TELEPHONE:		EMAIL:	

BUSINESS OWNER INFORMATION			
NAME OF BUSINESS OWNER:			
MAILING ADDRESS:			
TELEPHONE:		EMAIL:	

AUTHORIZED APPLICANT INFORMATION- <input type="checkbox"/> CHECK BOX IF SAME AS BUSINESS OWNER			
<small>*IF APPLICANT IS NOT THE PROPERTY OWNER, APPLICANT MUST SUBMIT A LETTER DATED AND SIGNED BY THE PROPERTY OWNER OR PROVIDE A COPY OF THE LEASE SIGNED BY PROPERTY OWNER</small>			
NAME OF APPLICANT:			
MAILING ADDRESS:			
TELEPHONE:		EMAIL:	

PLEASE INDICATE IF ANY OF THE FOLLOWING WILL BE PRESENT IN THE BUILDING:	
FLAMMABLE OR EXPLOSIVE LIQUIDS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OUTDOOR BUSINESS ACTIVITIES?	<input type="checkbox"/> Yes - If so, list here: _____ <input type="checkbox"/> No
CAR LIFTS?	<input type="checkbox"/> Yes - If so, how many? _____ <input type="checkbox"/> No

I, hereby declare, under the penalty of perjury, that I am the business owner/authorized applicant, and I am duly authorized to execute this application, and understand and ACCEPT THE TERMS AND CONDITIONS, and I hereby request an inspection and the issuance of a CERTIFICATE OF OCCUPANCY, and AGREE NOT TO OPERATE MY BUSINESS UNTIL ISSUED THE CERTIFICATE AND BUSINESS LICENSE.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
CODE ENFORCEMENT VIOLATIONS	<input type="checkbox"/> Yes <input type="checkbox"/> No
OUTSTANDING/EXPIRED PERMITS	<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER:	

