

Q: What is a **use and occupancy** permit?

A: A Use and Occupancy permit indicates that an occupancy has been inspected by the Palo Alto Fire Department and the Building Division of the City of Palo Alto.



Q: Why does this **matter**?

A: The City of Palo Alto conducts Use and Occupancy inspections to ensure that zoning regulations are being followed and that facilities are being used safely. It provides emergency contact information to help the Fire Department respond to emergencies

The Fire Department also uses the information to schedule periodic fire and life safety inspections.



Q: Do I **need** one?

A: The Palo Alto Municipal Code requires that all occupied structures – except for single family dwellings, duplexes or private carports and garages – have a Use and Occupancy permit on the premises.



Q: Is there a **fee**?

A: There is a one-time fee of \$370.00. If your certificate has been misplaced, you can purchase a replacement for \$110.

Q: So where do I **start**?

A: If you need a certificate, fill out the application form and submit it with the required \$370.00 fee to:

**City Development Center
285 Hamilton Avenue
Palo Alto, CA 94301**

**Make checks payable to City
of Palo Alto.**



For more information

:
**Palo Alto Fire Department
250 Hamilton Ave, 6th Floor
Palo Alto, CA 94301
Phone: 650-329-2184
Fax: 650-327-6951
www.pafd.org**

or

**Palo Alto Building Division
285 Hamilton Ave
Phone: 650-329-2496
Fax: 650-329-2240
www.cityofpaloalto.org/planning-community**

**Brochure based on original design by students
in the Stanford University Community Writing
Program**

City of Palo Alto

Use and Occupancy Permit



What you need to know