



CITY OF PALO ALTO
PLANNING & DEVELOPMENT SERVICES

APPLICATION FOR
CERTIFICATE OF USE AND OCCUPANCY

PURSUANT TO PAMC SECTION 16.04.190

Form with sections: TENANT INFORMATION, OWNER INFORMATION, DESCRIPTION OF PROPOSED BUSINESS, BUILDING & INTENDED USE INFORMATION, and REQUIRED DOCUMENTS TO BE SUBMITTED.

GENERAL PERMITTING GUIDANCE & FEE INFORMATION

1. All changes to the exterior of the building, including signs or any parking modifications resulting from an intensification of use, will require some level of Planning review. For information regarding the Planning application process, please contact Planning at (650) 617-3117 or at planner@cityofpaloalto.org.
2. A Building Permit is required for alterations to the building, plumbing, mechanical, or electrical systems. For information on necessary permits, please contact Building at (650) 329-2496 Option 1 or at buildingpermits@cityofpaloalto.org.
3. A one-time fee is required for the processing of this application. Fees must be paid online through our [Accela Citizen Access Portal](#) (ACA). Once on the ACA website, you can search for the record utilizing the ten-digit Permit Number.
4. Once this Certificate of Use and Occupancy permit has been issued, and after receiving approved Building and Fire Department inspections, an official certificate of occupancy will be mailed to the business operator, and it shall be posted at the premises.

Print Applicant Name

Applicant Signature

CITY REVIEW AND INSPECTION SECTION

PLANNING

Zone District:	<input type="checkbox"/> Permitted – or - <input type="checkbox"/> Conditional Use	CUP # (if applicable):
	<u>Previous</u>	<u>Proposed</u>
Use Classification (Zoning):		

BUILDING PLAN REVIEW

Occupancy Class (Bldg.):		
Maximum Occupancy Load:		
Explanation of Occupancy Load Determination (per occupancy type):		

REQUIRED DEPARTMENTAL APPROVALS	STAFF SIGNATURE	DATE
PLANNING:		
BUILDING PLAN REVIEW:		
FIRE DEPARTMENT: (650) 329-2184 990 FIRE INSPECTION/FINAL INSPECTION		
BUILDING INSPECTION: (650) 329-2496 103 USE AND OCCUPANCY INSPECTION		

Both Fire and Building inspections can be scheduled utilizing our iRequest Mobile App available at Apple App Store or Google Play.

