



Community Development Department
Building Division

390 Towne Centre Drive - Lathrop, CA 95330
Phone (209) 941-7270 – Fax (209) 941-7268
www.ci.lathrop.ca.us

OCCUPANCY PERMIT APPLICATION

THE FOLLOWING INFORMATION IS A REQUIREMENT AND INCLUDED WITH YOUR OCCUPANCY PERMIT APPLICATION:

- A FLOOR PLAN OR MAP LOCATOR DRAWN ON PAPER (MINIMUM SIZE PAPER ACCEPTABLE IS 8.5"x 11") OF THE BUILDING OR UNIT TO BE OCCUPIED AND INCLUDE ANY APPLICABLE EQUIPMENT, MACHINERY, MATERIALS, ETC.
- A SOLID WASTE MANAGEMENT PLAN (APPLICATION) IS REQUIRED TO BE SUBMITTED WITH YOUR OCCUPANCY PERMIT APPLICATION; THIS WILL BE REVIEWED BY THE PUBLIC WORKS DEPARTMENT. THE SOLID WASTE & RECYCLING APPLICATION FORM CAN BE FOUND ON THE PUBLIC WORKS LINK AT THE CITY'S WEBSITE LOCATED AT www.ci.lathrop.ca.us.
- PROVIDE NUMBER OF EMPLOYEES _____. AN ESTIMATE OF WATER AND SEWER DEMANDS FOR YOUR BUSINESS IS TO BE REVIEWED BY THE PUBLIC WORKS DEPARTMENT.

Applicant(s): _____ Phone Number: _____

*Business name: _____ () Property owner () Tenant *check one*

*(Business license required)

Address: _____ () Commercial () Industrial *check one*

Business Owner's Address: _____

Please detail type of business operations: _____

ACKNOWLEDGEMENT

The applicant understands and agrees that this application is only being lodged with the City upon its presentation to the Building Permit Technician or other counter personnel. The application shall be deemed to be submitted, for the purposes of *Health and Safety Code Section 18938.5*, upon the occurrence of the latest of the following: (1) the expiration of fifteen (15) days after it has been lodged with the City, unless you are otherwise informed in writing by the City; or (2) the approval of any concurrently or previously submitted application for a land use entitlement (e.g. Site Plan Review, Tentative Map, etc.) by the appropriate approving body (Planning Commission, City Council or Community Development Director). For purposes of the Permit Streamlining Act (*California Government Code sections ET. Seq.*), this application is treated as being incomplete until all land use entitlement applications have been approved.

RETURN CHECK POLICY: I am aware if my check is returned to the City, this permit is revoked and I will be subject to returned check fees. I am also aware, if any work has been started, the City may impose an investigation fee or any other required fees.

Applicant's signature _____

Applicants Name Printed: _____

<u>FOR OFFICE USE ONLY</u>	
APPLICATION #: _____	RECEIVED BY: _____
DATE RECEIVED: _____	SOLID WASTE APPLICATION RECEIVED: _____
	(Please Circle Yes or No) YES/NO