



# OCCUPANCY PERMIT APPLICATION

Building Department

390 Towne Centre Dr, Lathrop, CA 95330  
Phone: (209) 941-7270

## PLEASE INCLUDE THE FOLLOWING INFORMATION ALONG WITH THIS APPLICATION:

- A Floor Plan of the Building to be occupied
  - Include any Applicable Equipment, Machinery, Materials, etc.
- Provide the number of Employees: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business Name: \_\_\_\_\_ \*(Business License Required)

Email: \_\_\_\_\_  Property Owner  Tenant  
(Select One)

Address: \_\_\_\_\_  Commercial  Industrial  
(Select One)

Detailed Description of Business Operations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACKNOWLEDGEMENT

The applicant understands and agrees that this application is only being lodged with the City upon its presentation to the 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 such time as 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: \_\_\_\_\_

Date: \_\_\_\_\_