



OCCUPANCY PERMIT APPLICATION

**City of Lathrop
Building Department**

390 Towne Centre Drive – Lathrop, CA 95330
Email: PermitOffice@ci.lathrop.ca.us
Phone #: (209) 941-7270

AN OCCUPANCY PERMIT APPLICATION IS REQUIRED FOR ANY NEW BUSINESS MOVING INTO A PROPERTY, CHANGE OF BUSINESS OWNERSHIP, CHANGE OF BUSINESS NAME, OR CHANGE OF OCCUPANCY TYPE. PLEASE BE SURE TO INCLUDE ALL INFORMATION REQUESTED WHEN SUBMITTING THIS APPLICATION OR YOUR APPLICATION MAY BE DENIED AND SUBJECT TO PROJECT DELAYS

PLEASE INCLUDE THE FOLLOWING INFORMATION ALONG WITH THIS APPLICATION:

- ❖ A **Floor / Site Plan** of the Building on the Property to be occupied
 - Include (if applicable) any Equipment, Machinery, Materials, Storage, etc. existing or proposed
 - All Rooms, Dividing Walls, Windows, Interior and Exterior Doors
- ❖ Provide the number of Employees: _____

Property Address: _____ APN: _____

Business Name (DBA): _____ Business Type: _____

Applicant Name: _____ Phone Number: _____

Email: _____ Select One: Property Owner Tenant

Company Name: _____ Select One: Commercial Industrial

Same Type of Business as Previous? (if applicable): Yes No Building Sq.Ft.: _____

Detailed Description of Business Operations: _____

Note: An Active City of Lathrop Business License is required for any business being conducted within the City of Lathrop, please refer to the Finance Department for the Business Licensing Process.

ACKNOWLEDGEMENT

I, as the applicant, understand that this application is only being lodged with the City upon its submission to the Building Department. The application shall be deemed 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 (CA Government Code sections et. Seq.), this application is treated as 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 Signature: _____

Date: _____