

APPLICATION FOR
Certificate of Use and Occupancy

City of La Verne
Community Development Department
3660 D Street
La Verne, CA 91750
909-596-8706

Please Print

DBA: _____

Business Address: _____

Contact Name: _____ Phone / Cell: _____

Email Address: _____

Applicant Name: _____

Mailing Address: _____

City _____ Zip _____

The City of La Verne requires that structural changes, changes in a different group of occupancies or changes in tenants, shall comply with Section 301 of the California Building Code and Chapter 101 of the California Fire Code adopted by the City of La Verne and Chapter 18.16 of the La Verne Municipal Code. Please complete page one of this form in ink and return it to the Community Development Department between 8:00 a.m. and 6:00 p.m., Monday through Thursday.

Type of Business _____ Bldg. Square Footage: _____

Brief Business Description _____

Will there be any:	Yes	No
Exterior alterations	_____	_____
Interior alterations	_____	_____
Storage of chemicals or other hazardous materials over 5 gallons of flammable liquids will be retained on site	_____	_____
Health Department/Industrial Waste	_____	_____

AFFIDAVIT: I certify that the information I have furnished is true and correct to the best of my knowledge; and that I am the owner (tenant/or authorized representative of the property)

Applicant's Signature

Date

DEPARTMENT APPROVALS

Other Approvals:

Prior to the issuance of a Certificate of Use and Occupancy, each department listed below must sign and approve this application:

		YES	NO	BY	DATE
a.	Fire Department 909-596-5991 Reason for denial _____ _____	_____	_____	_____	_____
b.	Police Department 909-596-1913 Reason for denial _____ _____	_____	_____	_____	_____
c.	Business License 909-596-8722 Reason for denial _____ _____	_____	_____	_____	_____
d.	Public Works – Streets 909-596-8741 Reason for denial _____ _____	_____	_____	_____	_____
e.	Public Works – Water 909-596-8741 Reason for denial _____ _____	_____	_____	_____	_____
f.	Building Department 909-596-8713 Reason for denial _____ _____	_____	_____	_____	_____
g.	Parks Department 909-596-8700 Reason for denial _____ _____	_____	_____	_____	_____

FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY

Land Use Information:

Conforms:

General Plan Designation _____

Zoning Designation _____

CUP, PPR, Variance, and/or Master Plan Nos. and Conformance Status:

Code Enforcement Issues and Nonconforming Conditions:

Other Department Approvals Secured?

Yes

No

_____ File research and/or inspection indicates that the subject use, tenancy, or property does not conform to all applicable provisions of Title 18, La Verne Municipal Code as noted below:

_____ Property does not conform the applicable zoning and/or general plan provisions.

_____ Property does not conform to conditions of approval for applicable case numbers.

_____ Tenant/owner has not secured all necessary approvals.

_____ Parking lot must be repaired, repaved, or otherwise brought to City standards.

_____ Landscaping must be repaired, refurbished, irrigated and maintained.

_____ All illegal and nonconforming signs must be removed. New signs may only be installed upon approval of a precise plan in accordance with the La Verne Municipal Code.

_____ Building alterations have occurred without proper approvals. Applicant shall file for precise plan review and building permits.

_____ Other corrections: _____

_____ I have verified that the proposed use/tenancy meets all applicable provisions of Title 18 of the La Verne Municipal Code.

Signature

Date

Special Conditions _____

