

CITY OF RED BLUFF

555 Washington Street, Red Bluff, CA 96080
Building Dept. (530) 527-2605 Ext. 3058 FAX (530) 529-6878

- New Business
- Existing-Same Location
- Existing-New Location

OCCUPANCY QUESTIONNAIRE AND APPLICATION

Fees charged: \$38 for residential occupancy, \$54 for non-residential occupancy. Please complete Sections A through E and return this form.

Do not occupy or commit to occupy the premises prior to securing written Occupancy Permit from the City.

A. WATER SERVICE APPLICATION REQUIRED PER PUBLIC WORKS DEPARTMENT: If your business is located within the "City of Red Bluff" and uses water, you must request water service from City Water Department located at City Hall, 555 Washington Street. Phone Number: (530) 527-2605 Ext: 3065

B. CONSTRUCTION PERMIT APPLICATION REQUIRED: If you answer "YES" to any of the following items a Building and/or Sign Permit Application are required. Are you altering, removing or adding to any of the following:

- 1) Framing (windows, walls, floors, ceilings, etc.) Yes No
- 2) Mechanical (Heating and Air Conditioning) Yes No
- 3) Automatic Fire Suppression System, Fire Alarm System Yes No
- 4) Electrical (moved, added, changes of any kind) Yes No
- 5) Plumbing components (moved, added, changes of any kind) Yes No
- 6) Are you installing a new sign (see Planning Dept.) Yes No
- 7) Accessibility Changed (moved, added, changes of any kind) Yes No

NOTE: Building Permits are required prior to installing signs and/or any alteration or expansion of any portion of the structure or changing the mechanical, electrical and plumbing systems serving a building. Contact the Building Department prior to starting any and all projects at (530) 527-2605 Ext. 3058.

A 72 HOUR NOTICE IS REQUIRED ON ALL OCCUPANCY INSPECTIONS. DO NOT OCCUPY UNTIL WRITTEN APPROVAL HAS BEEN ISSUED BY ALL DEPARTMENTS (24 INSPECTION LINE: 530-527-2605 Ext. 3058)

BUSINESS LICENSE REQUIRED: Prior to conducting business within the "City of Red Bluff" you must obtain a City Business License. Please contact the Finance Department at City Hall. (530) 527-2605 Ext. 3010

NAME OF BUSINESS _____

Business License Number _____ Expiration Date _____

C. OCCUPANCY APPLICATION REQUIRED:

- 1. Are you changing the approved use (type of business) on the site?
(Contact Planning Department (530) 527-2605 Ext. 3059, if unsure, or if Yes) Yes No
- 2. Will your business accommodate a greater number of persons than the business that previously occupied the building? (Contact Building Dept. if unsure) Yes No
- 3. Will you be altering the parking or landscaping on the site? Yes No
- 4. Is this an "Adult-Oriented Business" as defined in the City's Zoning Code?
(See Planning Dept. if unsure or Yes) Yes No

Additional information is on the other side of this form →



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555 Washington Street Red Bluff, California 96080 Phone (530) 527-2605 Fax (530) 529-6878 www.ci.red-bluff.ca.us

Red Bluff, CA Code of Ordinances CHAPTER 25: ZONING

ARTICLE XXV: § 25.239 **HOME OCCUPATION**. A use conducted entirely within a dwelling by the inhabitants thereof, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and that:

- (1) Is carried on by the members of the family occupying the dwelling with no other person employed;
- (2) The use shall not require any modifications or alterations not customarily found in a dwelling;
- (3) Except for one non-illuminated sign advertising the home occupation that shall not exceed one square foot in total display area, the use shall not be visible from the street or adjoining properties;
- (4) Produces no noise, dirt, fumes, odor, smoke, vibrations and the like beyond the premises in excess of that customarily associated with a dwelling;
- (5) The use does not occupy an area greater than 25% of the dwelling area;
- (6) Involves no sale or display of merchandise other than that produced on the premises or directly related to and incidental to the services offered; and
- (7) The home occupation does not displace required off-street parking spaces.

('61 Code, § 25.25.155)

I, _____, have read and understand the regulations for Home Occupation as
(Applicant Name)
established by Article XXV, Section 25.239 of the Red Bluff Municipal Code (RBMC). Furthermore, I agree to comply with all terms of the permit, including conditions of approval, if any.

(Print Name)

(Company)

(Signature)

(Date)

Business License Number



City of Red Bluff
FIRE DEPARTMENT
 Emergency 9-1-1 ~ FAX (530) 529-4768
 Business (530) 527-1126 ~ TDD (530) 527-3131
 555 Washington St., Red Bluff, CA 96080
 www.rbfd.org



Confidential Business Occupancy Information

Business Address: _____ Business Phone: _____

Mailing Address (if different): _____

Business Name: _____

Business Description: _____

Business Owner: _____ Home #: _____ Cell #: _____

Home Address: _____ Key Holder? Y / N

Business Manager: _____ Home #: _____ Cell #: _____

Home Address: _____ Key Holder? Y / N

Property Owner: _____ Home #: _____ Cell #: _____

Home Address: _____ Key Holder? Y / N

Please list below **other** persons you wish contacted in an emergency for your business location. It is not necessary to list anyone at the same address as persons listed above.

| <u>Name (First and Last)</u> | <u>Address</u> | <u>Phone</u> | <u>Key Holder?</u> |
|------------------------------|----------------|--------------|--------------------|
| _____ | _____ | _____ | Y / N |
| _____ | _____ | _____ | Y / N |
| _____ | _____ | _____ | Y / N |

| | |
|------------------------------------|--------------------------|
| CDD Use Only | |
| Building Class: _____ | Property Use: _____ |
| Is this business a sublease? Y / N | Business License # _____ |