



City of Calistoga, Building Department

1232 Washington Street, Calistoga CA 94515

Email: building@calistogaca.gov

Main line/ Inspection line: (707)-942-2827

Online permit portal link: <https://www4.citizenserve.com/Portal/PortalController?Action=showApplyPermitPage&type=Permit>

NON RESIDENTIAL TENANT OCCUPANCY PERMIT APPLICATION

Application Information

Business address (include unit or suite number): _____

Business name: _____

Business owner's name: _____ Contact number: _____

Business owner's email address: _____

Property owner's name: _____

Property owners address: _____

Business and Use Information

Please describe your proposed operations in detail: _____

Proposed Use(s) : (Circle either "yes" or "no" to each question.)

Yes No Will the tenant make any alteration to the premises including exterior signage? If yes, please specify below and attach all relevant applications for the alteration to this application:

Yes No Will any hazardous, toxic, flammable, or explosive materials be either stored or sold on the premises? If yes, please identify in detail all such materials:

Yes No Is the use a formula business, restaurant, or visitor accommodation, as defined per CMC chapter 17.04? If yes, please describe:

Business License: (Check one)

- Existing Business- Business license Number: _____
- New Business- Business license Application attached

Please proceed to other side of the page

Statement of Understanding (Initial each line below to acknowledge an understanding of the declarations made below)

- **Authority for inspections:** The City of Calistoga and its officers and employees have the authority to conduct an inspection of any premises in order to verify that a commercial or industrial tenants' application is consistent with the actual use of the property. A tenant's failure to allow reasonable inspection of the premises may be cause for denial, immediate suspension or revocation of the tenant's occupancy.
- **Business license required:** Application for an Occupancy Permit does not relieve a commercial or industrial tenant of the responsibility to pay a business license tax under Title 5 of the Calistoga Municipal code or change any applicable licensing requirements.
- **No transferability of permit:** Every new commercial or industrial tenant and every tenant conducting business without a current business license, shall apply for and receive an Occupancy permit before conducting business. A new tenant shall apply for a permit even if there is no change in the business conducted on the premises.
- **Right to Revoke:** Ever permit is granted and accepted by all parties with the express understanding that the Planning Commission may hold a public hearing, notice of the time and place of which shall be given to the permittee. If, after such heading the Planning commission finds that any grounds for revocation exists, the Planning Comision may revoke or suspend the permit.
- **Grounds for revocation:** A permit may be revoked on any one or more of the following grounds:
 - The permittee has refused to supply reasonable requested information.
 - The permittee has refused to authorize a requested inspection
 - The permittee has failed to pay the business license tax required nu the municipal code
 - The permittee obtained the occupancy permit through fraudulent misrepresentation
 - The permittee, or any agent or employee of the permittee, has violated, or has been convicted of violating, any of the terms of the municipal code, of any regulation imposed pursuant thereto, or od any law, statue, rule, order or regulation of the state now, or hereafter, in force regulating the occupation or other activity for which the permit was issued.
- **Declaration:** I declare, under penalty of making a false statement, that I have read and understand the statements and requirements of Chapter 17.46 of the Calistoga Municipal Code, summarized above, and will complete abide by them.

Applicant's Signature: _____ Date: _____

Print Name: _____

Office use only

Fire/Building Department Approval:

Occupancy Load: _____

Occupancy: _____

Approved by: _____

Print Name: _____

Approved by: _____

Print Name: _____

Date: _____