

Zoning and Safety

CERTIFICATE OF OCCUPANCY

The Community Development Department will forward copies of your completed Zoning and Safety Certificate of Occupancy application to the following departments for inspection: Building, Engineering, Fire, Planning, and Utilities.

It is the applicant's responsibility to contact the Building and Fire Departments for inspections.

The **total processing time** for the Zoning and Safety Certificate of Occupancy application is approximately 5-10 working days (or up to two weeks) from the date of submittal. After that, the applicant may contact the Community Development Department to check the status of the application.

Once the Zoning and Safety Certificate of Occupancy application has been completed and signed off by each department, the applicant will be notified.

The applicant will then return to the Community Development Department to receive a copy of the approved application.

The applicant will take a copy of the approved application to the Finance Department, located at 315 N. Douty Street (next to the Community Development Department) to apply for a business license.

Questions? Contact the Community Development Department at 585-2581.

CONTACT NUMBERS

**COMMUNITY DEVELOPMENT
(559) 585-2580**

**BUILDING DEPARTMENT
(559) 585-4749, for inspection
Your inspection code is #1410**

**FIRE DEPARTMENT
(559) 585-2545**

**UTILITIES DEPARTMENT
(559) 585-2560**

**ENGINEERING DEPARTMENT
(559) 585-2555**

**Or schedule inspections
at www.ci.hanford.ca.us**



**COMMUNITY DEVELOPMENT
DEPARTMENT**

**317 NORTH DOUTY STREET
HANFORD, CA 93230**

**OPEN MONDAY-FRIDAY
8:00 A.M. TO 5:00 P.M.**

*****INFORMATIONAL BULLETIN*******IS YOUR BUILDING ACCESSIBLE TO THE DISABLED?****ADA ACCESSIBILITY IS A REQUIREMENT OF FEDERAL LAW**

The Americans with Disabilities Act (ADA) is a Federal civil rights law that prohibits the exclusion of people with disabilities from enjoying every day activities such as shopping, going to the movies, exercising, going to a restaurant, etc. The ADA is a Federal law which establishes requirements for all business to meet these goals.

The ADA went into effect on January 26, 1992, and applies to both for-profit and non-profit organizations and business. If you own, operate, lease, or lease to a business that serves the public, then, you are covered by the ADA and have obligations for existing facilities as well as for compliance when a facility is altered or a new facility is constructed. **Existing facilities are not exempted, under Federal law, by "grandfather provisions" that are used by the building codes.**

While it is not possible for many businesses, especially small businesses, to make their facilities fully accessible, there is much that can be done without much difficulty or expense to improve accessibility. Therefore, the ADA requires that accessibility be improved without taking on excessive expenses that could harm the business.

If you own or operate a business that serves the public you must remove physical "barriers" that are "readily achievable" which means easily accomplished without much difficulty or expense. The "readily achievable" requirement is based on the size and resources of the business. So larger businesses, with more resources are expected to take a more active role in removing barriers than small businesses. The ADA also recognizes that economic conditions vary. When a business has resources to remove barriers, it is expected to do so, but when profits are down, barrier removal may be reduced or delayed. Barrier removal is an ongoing obligation, and you are expected to remove barriers in the future as resources become available. To help in evaluating what barriers need to be removed, a business should look to the ADA Standards for Accessible Design, which is available from the U. S. Department of Justice, ADA website at www.ada.gov.

To get answers to questions about ADA or learn more about the law call the Department of Justice ADA information line, toll-free, at 1-800-514-0301 voice or 1-800-514-0383 TDD, or go on-line at www.ada.gov.

City of Hanford
Community Development Department
317 N. Douty Street
Hanford, CA 93230
(559) 585-2581 FAX (559) 583-1633

Application Fee: \$249.00
Operational Statement: _____
Receipt No.: _____
Received by: _____
Date: _____

Application for: **Zoning & Safety Certificate Of Occupancy**

No. _____

Before a Business License can be issued to a new business, a new owner of an existing business, or a new location for an existing business, a Zoning and Safety Certificate of Occupancy must be obtained. The Certificate of Occupancy allows the Fire and Building Departments to inspect the building to ensure that health and safety standards are met. It also allows the Planning and Public Works Departments to inspect existing on and off site improvements to ensure that they are in good repair, functional and in conformance with the Hanford Municipal Code. Items found in need of improvement, repair or new construction, will be attached as conditions of approval to this application.

APPLICANT:

Your name _____ Title _____
Address _____
City/State _____ Zip _____ Phone _____
Cell _____ Fax _____ Email _____

TENANT / BUSINESS:

Tenant/business Proposed Address _____
Tenant/business Name _____
Contact Person _____ Title _____
Contact Person information if different than Applicant:
Address _____
City/State _____ Zip _____ Phone _____
Cell _____ Fax _____ Email _____

PROPERTY OWNER:

Property owner name _____
Property Owner information if different than Applicant:
Address _____
City/State _____ Zip _____ Phone _____
Cell _____ Fax _____ Email _____

GENERAL INFORMATION: *(Please circle the applicable answer)*

Is this only a change of ownership/business name? **Yes No**
Is this a change in the past use of the building? **Yes No** Is this a new building? **Yes No**
Is building equipped with automatic fire sprinkler? **Yes No** Will you be serving food? **Yes No**
Will there be cooking of food at the site? **Yes No** Food vending permit# _____
Previous business name _____
Type of previous business _____

BUSINESS / PROPERTY USE: *(Please circle the applicable uses)*

Office Retail Wholesale Manufacturing Sanctuary Distribution Warehouse Personal-Service Financial
Medical Automotive Restaurant Governmental Entertainment Other: _____

Describe the business activity _____

If your occupancy or business does not involve the storage, sale or use of the following, circle NO, otherwise circle YES and check the applicable items.

Yes No

- ___ Alcohol sales
- ___ Alcoholic beverages
- ___ Bales of loose combustibile fibers
- ___ Cellulose nitrate film
- ___ Compressed gas
- ___ Dry cleaning (flammable solvents)
- ___ Dust producing process
- ___ Explosives or ammunition
- ___ Fireworks
- ___ Flammable or combustibile liquids (10 gal. or more)
- ___ Floor drains in building
- ___ Food and/or beverage processing, storage or sales
- ___ Food products
- ___ High piled stock (over 12' in height)
- ___ Liquid propane gas
- ___ Magnesium
- ___ Other hazards (specify)
- ___ Painting with flammables
- ___ Poisonous or hazardous chemicals/acids
- ___ Recycling waste
- ___ Smoking
- ___ Vehicle repair or garage
- ___ Vehicles in building
- ___ Welding or cutting
- ___ Woodworking
- ___ X-ray development

Provide chemical data sheets to the Planning Department listing the maximum quantity of all hazardous material. Also list any materials discharged to drainage systems or atmosphere on a separate page.

Total employees _____ Max. (On-duty day or night) _____ Total full time employees _____ Total part time employees _____

I hereby certify that this is a complete application, and that the information included herein is accurate to the best of my knowledge.

Applicant printed name: _____ Signature: _____ Date: _____

STOP HERE