CITY OF SONORA
OCCUPANCY PERMIT APPLICATION

Fee: $100.00
☐ Paid Check # _____ or ☐ Cash

NAME OF BUSINESS: _____ PHONE: _____
ADDRESS: _____

BUSINESS OWNERS NAME: _____
EMAIL ADDRESS: _____ PHONE: _____
ADDRESS: _____

PROPERTY OWNER'S NAME: _____ PHONE: _____
ADDRESS: _____

DESCRIPTION OF
BUSINESS: _____

ARE THERE OR WILL THERE BE ADDITIONAL BUSINESSES OPERATING AT THIS LOCATION? ☐ YES ☐ NO
(IF YES, PLEASE PROVIDE BUSINESS DETAILS ON THE BACK OF THIS FORM)

DATE OF INSPECTION _____

The City requires an applicant for a business license to obtain an occupancy permit before a license can be issued. An inspection of the premises shall be required before the occupancy permit is issued. All inspections shall be by appointment only, 24 hours in advance of issuance of the occupancy permit. NOTE: SEE ATTACHMENT "A" CHECKLIST FOR MINIMUM INSPECTION REQUIREMENTS. CORRECTIONS THAT REQUIRE A FOLLOW UP INSPECTION WILL BE CHARGED A REINPSPECTION FEE OF $60.00 PER HOUR (MINIMUM OF HOUR), DUE PRIOR TO OCCUPANCY SIGN OFF. Contact the City of Sonora Community Development Department at 532-3508 EXT 2, to request the inspection.

An occupancy permit will be attached with the issuance of a business license for compliance with the Community Development Department, Building Official and Fire Department.

CHANGES TO THE BUILDING:	YES ☐	NO ☐
SIGNS:	YES ☐	NO ☐
STORAGE OF HAZARDOUS MATERIALS:	YES ☐	NO ☐

I certify that the above information is true and correct to the best of my knowledge.

Applicant's Signature _____ Date: _____

APPROVALS
(To be completed by the City of Sonora)

COMM. DEV'T. DEPT: _____ DATE: _____

REMARKS/ZONING: _____

BUILDING OFFICIAL: _____ DATE: _____

REMARKS: _____ ☐ 2ND Occupancy

FIRE DEPARTMENT: _____ DATE: _____

REMARKS: _____

ACCOUNT NUMBER: 303-04103-001

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ADDITIONAL BUSINESS DETAILS:

ARE OTHER BUSINESSES CURRENTLY OPERATING AT THIS LOCATION? ☐ **YES** ☐ **NO**

IF YES, PROVIDE NAME OF ADDITIONAL BUSINESS(S) AT THIS LOCATION:

_____

IF YES, PROVIDE BUSINESS OWNER'S CONTACT INFORMATION AND A DETAILED DESCRIPTION OF THE BUSINESS.

_____

_____

_____

_____

_____

_____

ATTACHMENT "A" September 21, 2021

Sonora Fire Department

201 S. Shepherd St. Sonora, CA 95370
209-532-7432 **FAX:** 209-532-5936 **sfd@sonoraca.com**

Business Name: _____ Phone: _____
Site Address: _____ Unit #: _____
Mailing Address: _____
Owner-Manager: _____ Phone: _____

The following items **MUST** be completed and/or installed before the inspection can be made. Please **do not** call for an inspection unless all of the following items have been addressed. **NOTE: These are the minimum requirements for all businesses, additional requirements will be determined after initial inspection.**
(If you have any questions concerning the items below, please contact the Sonora Fire Department and we will be glad to assist you).

Address:

- ☐ The address shall be posted near the main access to the building.
- ☐ Numbers shall be a minimum of ***4 inches*** in height and of contrasting color (dark on light or light on dark).
- ☐ Address must be visible from the street.
- ☐ Address or unit number shall be posted on electrical panel or meter and gas meter.

Exits:

- ☐ All exits, hallways and stairs shall not be obstructed.
- ☐ Exit doors: Shall be accessible without the use of a key or any special knowledge or effort.
- ☐ Sign ***"These doors/this door to remain unlocked when building is occupied"*** is to be posted over the main exit.
- ☐ Exit signs: Exit signs shall be illuminated at all times (when required)
- ☐ Emergency lighting: Shall be in working order at all times (when required)

Fire Extinguisher:

- ☐ Provide a minimum of one fire extinguisher for every 75 feet of travel.
- ☐ A minimum of a ***2A-10BC*** 5lb. fire extinguisher shall be installed between 36"and 60" from the floor.
- ☐ Each short-term rental with a wood-burning fireplace or woodstove shall be equipped with a metal container at least five gallons in size with a tight-fitting lid, which shall be clearly labeled for ash disposal.
- ☐ The extinguisher cannot be hidden from view and must be available for anyone to use.
- ☐ Smoke Alarms. Smoke alarms, in good working order, shall be installed at a minimum in each bedroom, and at least one alarm on every level of the short-term rental, including basements and habitable attics.
- ☐ Fire extinguishers shall be checked monthly by owner/manager of the business and documented on service tag.
- ☐ Fire extinguishers shall be serviced annually by a state certified fire extinguisher company.
- ☐ Carbon Monoxide Alarms. Carbon monoxide alarms, in good working order, shall be installed in accordance with current California Building Code requirements, and shall be installed in accordance with the manufacturer's installation instructions.

Electrical/GAS:

- ☐ Remove all extension cords used as a substitute for permanent wiring and all lose wiring must be capped.
- ☐ Electrical panel shall be kept clear of all obstructions a minimum of 36" inches. All outlets must have covers in place.
- ☐ Electrical panel breakers shall be labeled correctly. No openings or missing breakers in the panel.
- ☐ Label door to electrical panel "Electrical Room or panel"
- ☐ All LPG tanks shall be kept clear of obstacles, weeds and trash 10 feet. LPG meters shall be kept clear as well.
- ☐ All gas cylinders shall be chained to the wall and kept clear of all obstacles and trash.

** **CORRECTIONS THAT REQUIRE A FOLLOW-UP INSPECTION WILL BE CHARGED A REINSPECTION FEE OF $60.00 PER HOUR (MINIMUM 1 HOUR), DUE PRIOR TO OCCUPANCY SIGN OFF.**

Storage Areas:

- ☐ No storage in designated electrical rooms and/or 3' feet clearance around electrical panels.
- ☐ No storage around water heaters, minimum clearance of 3' feet maintained.
- ☐ Water heaters must be strapped to the wall per Fire Code requirements and properly vented and drained.

Hazardous Materials:

- ☐ MSD sheets available to personnel.
- ☐ Quantities greater than 5 gallons indoors or 10 gls. outdoors of combustible/flammable materials must have a permit.
- ☐ Flammable liquids must be stored in proper metal container or locker.

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