

**OFFICIAL USE**  
PERMIT # \_\_\_\_\_



**Development Services Department  
Building & Safety Division**  
135 N. D Street, Perris, CA. 92571  
(951) 943-5003  
www.cityofperris.org

# NON-CONSTRUCTION CERTIFICATE OF OCCUPANCY

## STEP 1: Prepare for your permit.

**Before** you can start this application/permit, **you will need the following:**

- A completed Application
- Dimension Floor Plans (see attached example)
- Site Plan - Must show the general layout of the building site or the location of the suite.
- Accessibility Site plan: Indicate accessible path of travel from accessible parking and public transportation to accessible entrance.
- Eastern Municipal Water District Clearance (E.M.W.D.) It is your responsibility to contact them at [www.emwd.org](http://www.emwd.org) (fees may apply).

**STREET ADDRESS** \_\_\_\_\_ **UNIT** \_\_\_\_\_ **APN** \_\_\_\_\_

**DESCRIPTION OF BUSINESS:** \_\_\_\_\_

**SQUARE FOOTAGE:** \_\_\_\_\_ **YEAR BUILT:** \_\_\_\_\_ **OCCUPANCY TYPE:** \_\_\_\_\_

**CONSTRUCTION TYPE:** \_\_\_\_\_ **OCCUPANT LOAD:** \_\_\_\_\_

**TYPE OF PERMIT:**  Commercial \*  Industrial

**APPLICATION TYPE:**  New Business \*  Change of Ownership \*  Change of Business

**FIRE SPRINKLERS:**  Yes \*  No

**SHELVING OF STORAGE RACKS OVER 5'9 FT:**  If Yes, please see #1 on the Fire Life Safety Inspection Checklist.  
 If No, please see #1b on the Fire Life Safety Inspection Checklist.

**CHEMICAL USE OR STORE:**  No  If Yes, please see #2 on the Fire Life Safety Inspection Checklist

**FOOD PREPARATION:**  No  If Yes, please see #3 on the Fire Life Safety Inspection Checklist

### OWNER/TENANT

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Office #: \_\_\_\_\_ Mobil #: \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT

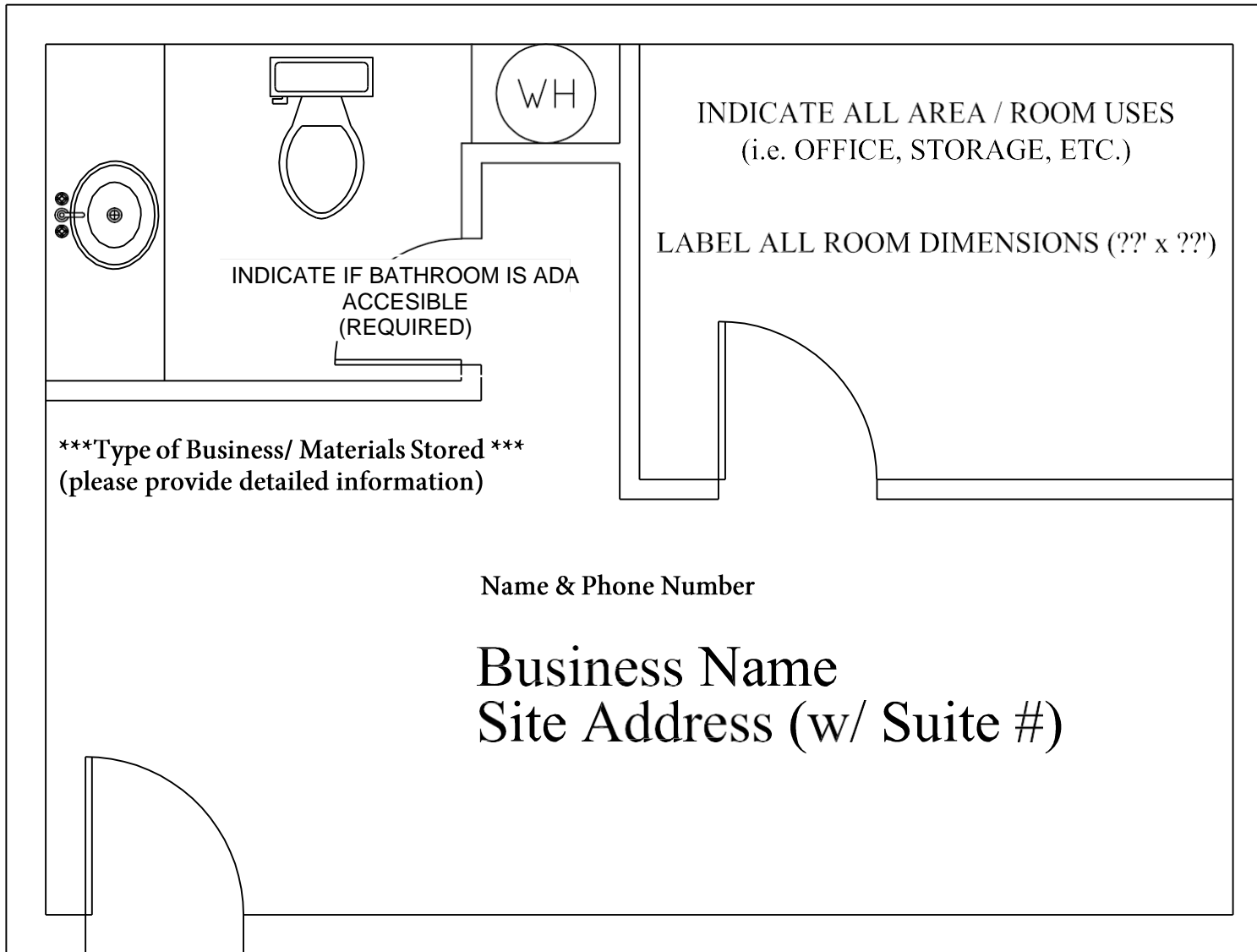
Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

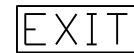
Office #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

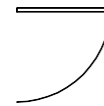
# SAMPLE FLOOR PLAN (with items needed to be shown) FOR REFERENCE ONLY



## LEGEND



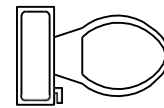
Illuminated EXIT sign



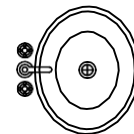
Doors and direction  
of opening.



Water Heater



Toilet



Sinks

Show all existing walls.

Show all proposed office  
furniture and equipment.

Show location of all fire  
extinguishers / sprinklers.

Label total square footage.

Check Fire Dept. checklist  
for additional items.

Provide dimensions for each

Show Exit room

Note:

Vehicle repair businesses require ventilation of the workshop area-  
inquire with Building & Safety for specifics.