

# CITY OF RED BLUFF

555 Washington Street, Red Bluff, CA 96080  
Building Dept. (530) 527-2605 Ext. 3058 FAX (530) 529-6938

## OCCUPANCY QUESTIONNAIRE AND APPLICATION

Fees charged: \$35.00 for residential occupancy, \$50 for non-residential occupancy. Please complete Sections A through G 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 alternation or expansion of any portion of the structure or changing the mechanical, electrical and plumbing systems serving a building. Ensure you contact the Building Department prior to starting any and all projects at (530) 527-2605 EXT: 3058 with any questions.

**A 72 HOUR NOTICE IS REQUIRED ON ALL OCCUPANCY INSPECTIONS. DO NOT OCCUPY UNTIL WRITTEN APPROVAL HAS BEEN ISSUED BY ALL DEPT. (24 INSP. LINE: 530-527-2605 Ext. 3069)**

**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. # 3065

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?<br>(Contact Planning Department (530) 527-2605 Ext: 3063, 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?<br>(See Planning Dept. if unsure or Yes)                                    | _____ | Yes | _____ | No |

**5. A readable, submitted ¼ in. to 1 ft. scale drawing of floor and landscape of the occupied area is required.**

*Additional information is on the other side of this form*

