



Planning and Building Agency
 Planning Division
 20 Civic Center Plaza
 P.O. Box 1988 (M-20)
 Santa Ana, CA 92702
 (714) 647-5804
 www.santa-ana.org

CERTIFICATE OF OCCUPANCY SUPPLEMENTAL QUESTIONNAIRE

Please turn in this completed form with your Certificate of Occupancy application.

Company Name (Print): _____

Contact Name: _____

Address (business mailing address): _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____

1. What was the previous use of the space you wish to lease? *(Please contact the leasing agent or building owner to determine prior business use.)*

2. Has the building or space been vacant or is this a new building? Yes No
 If vacant, for how long? _____

3. Are you the primary tenant? Yes No

4. Do you sublease from an existing tenant? Yes No

5. Are you an independent contractor? Yes No

6. Location of the business and suite number: _____
 1st floor 2nd floor ___ floor

7. Do you share the floor or business entrance with another business? Yes No

8. What is the amount of square footage leased? _____

9. How much of the space, which you lease, is office?
 100% 50% 30%
 If other than 100%, how is the remaining space used?

10. Please provide a brief description of how the business operates at this site (for example, please describe the general nature of the business, what activities occur on-site, the hours of operation, open to the public).

11. Will your business include a lobby or waiting area? Yes No

If yes, what will be the dimensions?

12. Do you store equipment, materials, or products within the building? Yes No

Will there be outdoor storage of equipment, materials, or products? Yes No

If yes, please describe:

13. Do you manufacture a product at the site? Yes No

If yes, please describe:

14. Do you plan on making any improvements to the building such as: exterior painting, signage, interior tenant improvements? Yes No

If yes, please describe:

Does the proposed use involve a patient care profession, such as doctor, dentist, chiropractor, acupuncturist, or physical therapist? Yes No

15. Is the proposed use within the mental health profession, such as:

Social worker Psychologist Psychiatrist Other _____

16. Is counseling proposed as a part of your business operation? Yes No
Does your counseling business contract work with a public agency? Yes No

If yes, please describe:

17. Will your business be offering the following services:

- Alcohol sales
- Smoking Lounge

- Tattoos/ Permanent make-up
- Body piercing/ Ear piercing

18. Is medical marijuana stored or dispensed at your business? Yes No

19. Do you prepare or sell food for consumption on or off the property? Yes No
If yes, do you provide sit down service , drive-through , or orders to go/pick-up ?

Please explain:

20. Does your business sell automobiles or motorcycles? Yes No

If yes, please explain:

21. Does your business service or repair vehicles or install equipment and accessories into vehicles? Yes No

If yes, please explain:

I DECLARE UNDER PENALTY OF PERJURY, THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature

Date

Print Name

Title

Information

The Planning Division's Public Counter is open for walk-up customers from 8:00 a.m. to 4:00 p.m., Monday through Friday, except Wednesday 10:00 a.m. to 4:00 p.m. The Planning Division is located within City Hall – Ross Annex, 20 Civic Center Plaza, First Floor. Additionally, you may call us at (714) 647-5804 should you require any general information.

The Planning Division reviews Certificate of Occupancy requests for change of address, new businesses, or expansions to ensure that the proposed use is consistent with the established zoning regulations of Santa Ana. Please check with the Planning Division's Public Counter prior to signing a lease or committing your business to a certain location to determine the feasibility.

If a nonconforming use is discontinued, or if a nonconforming building is vacant, unused or unoccupied for a period of 12 consecutive months, any subsequent use must conform in every respect to the provisions of the Municipal Zoning Code, and a nonconforming building may not thereafter be used or occupied until it conforms in every respect to the provisions of the Code.

Generally, the following uses will require further documentation or an extended review and may or may not be permitted: office uses within an industrial zone; medical, restaurant, laundromat, trade or technical schools, and automotive repair and service uses within spaces that were not previously used for such purposes; a building that does not meet the parking demand for the proposed use; or a use which generates a higher parking demand or adherence to development standards than the previous uses.

You may need to provide floor plans, site plans, or document the prior use before obtaining a Certificate of Occupancy to determine the grandparented rights of a nonconforming use, or a use which has additional Code requirements.