CITY OF CORNING

**Return this form to**:

City of Corning

Finance Department

1108 Solano Street

Corning, CA 96021

(530) 824-7020

Or by email: finance@corning.org

Certificate of Occupancy (C.O.O.) Application

Please type or print.

|  |
| --- |
| Business Name: |
| Business Location: (Complete Address, City, State, Zip) |
| Business Owner(s):  |
| Contact Information: (Phone numbers, email, etc.) |

Please give a **DETAILED** description of the type of business:

|  |
| --- |
|  |
|  |
|  |
|  |

**15.10.010 - Approval required prior to occupancy.**

If a building, mechanical, electrical or plumbing permit is required for work in a new, added, remodeled or converted area of any building or structure that area shall not be occupied or used prior to obtaining a certificate of occupancy issued by the building official. No mobile home, manufactured home or portable building or structure requiring an installation permit from the city shall be occupied without obtaining a certificate of occupancy issued by the building official. (Ord. No. 641, 7-13-2010)

**15.10.020 - Change or addition to use or occupancy.**

Any change or addition in the use or occupancy of a building or structure or portion thereof will require the issuance of a new certificate of occupancy issued by the building official. A business license for a changed or additional use will not be issued without a certificate of occupancy.

Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions set forth within the Corning Municipal Code. Any change or additions of a use within any building or structure must conform to the applicable provisions of the Corning Municipal Code. (Ord. No. 641, 7-13-2010)

Please note any changes to the business owner, business use, additions to use,

change of address, or changes in occupancy,

will require the issuance of a new certificate of occupancy. (C.O.O.)

**If you open your business prior to issuance of a COO,**

**your business will be immediately shut down.**

**Signature and Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT INFORMATION:**

Prior to obtaining a certificate of occupancy from the City of Corning, the business location must be inspected by the Building, and Fire departments. It is your responsibility to contact these departments and set up an appointment for a site inspection. Please call the following numbers to set up your site inspections.

**BUILDING DEPARTMENT (530) 824-7027 FIRE DEPARTMENT (530) 824-7044**

**15.10.010 - Approval required prior to occupancy.**

If a building, mechanical, electrical or plumbing permit is required for work in a new, added, remodeled or converted area of any building or structure that area shall not be occupied or used prior to obtaining a certificate of occupancy issued by the building official. No mobile home, manufactured home or portable building or structure requiring an installation permit from the city shall be occupied without obtaining a certificate of occupancy issued by the building official. (Ord. No. 641, 7-13-2010)

**15.10.020 - Change or addition to use or occupancy.**

Any change or addition in the use or occupancy of a building or structure or portion thereof will require the issuance of a new certificate of occupancy issued by the building official. A business license for a changed or additional use will not be issued without a certificate of occupancy.

Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions set forth within the Corning Municipal Code. Any change or additions of a use within any building or structure must conform to the applicable provisions of the Corning Municipal Code. (Ord. No. 641, 7-13-2010)

**15.10.060 - Revocation.**

The building official or fire chief may, in writing, suspend or revoke a certificate of occupancy issued under the provisions of this chapter whenever the certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof is in violation of any ordinance or regulations set forth in the Corning Municipal Code or applicable laws enforced by the city. (Ord. No. 641, 7-13-2010)

Please note any changes to the business owner, business use, additions to use,

change of address, or changes in occupancy,

will require the issuance of a new certificate of occupancy. (C.O.O.)

**If you open your business prior to issuance of a COO,**

**your business will be immediately shut down.**