

ZONE CLEARANCE APPLICATION



PLEASE COMPLETE LEGIBLY. WE CANNOT CONSIDER THIS APPLICATION UNLESS ALL INFORMATION IS PROVIDED AND ALL QUESTIONS ARE ANSWERED. THIS FORM SHOULD BE PRINTED ON LEGAL SIZE PAPER (8.5 x 14 INCHES).

APPLICANT INFORMATION

Applicant Name: _____ Owner Employee Agent Other

Applicant Mailing Address: _____ Phone Number: _____

BUSINESS INFORMATION

Business Name: _____ Phone Number: _____

Business Address: _____ Suite: _____ Zip: _____

Describe business operation in detail (you may attach a separate sheet, if necessary): _____

Total number of employees: _____. Is there more than one business operating out of one suite/office? Yes No

Will your business require outside storage? Yes No If yes, explain:

BUILDING INFORMATION

Business Type (Check One): Commercial Industrial Office Other (specify):

Type of Building (Check One): Single Tenant Multi-Tenant Other

What is the square footage of the building and/or your lease area? _____ square feet.

Previous use of this building or suite: _____ Date business closed: _____

Have any of the following items been, or plan to be done, prior to the expected opening date of your business:

Have any City building permits been applied for? Yes No If yes, list:

Will any partitions be added, moved or removed? Yes No

Will there be any exterior additions, demolitions, or alterations? Yes No

Will any electrical systems be added, altered, deleted, or moved? (i.e., outlets, lights, switches, etc.) Yes No

Will any plumbing systems be added, altered, deleted or moved? (i.e., water, gas, sewer, fixtures, etc.) Yes No

Will any mechanical systems be added, altered, deleted, moved? (i.e., heating, air conditioning, fan, etc.) Yes No

Note: Interior painting, papering, and similar finish work do not require permits. Additional information in the form of a letter or plan review may be required to more clearly define the operation of your business.

HAZARDOUS MATERIAL INFORMATION. If your business will handle, store, or generate any hazardous materials/wastes, then you will need approval from the City of Redlands Fire Department and/or San Bernardino County Fire Department CUPA. A hazardous material/waste is any material (because of its quantity, concentration, physical or chemical characteristics) that poses a significant potential hazard to human health or the environment. If a vendor has supplied a Material Safety Data Sheet (MSDS) for a substance, it is probably a hazardous material. Consider a material to be hazardous if it is flammable, combustible, corrosive, or toxic; this includes fuels (gasoline), motor oil (new or used), propane, acetylene, oxygen, carbon dioxide, dry cleaning chemicals, paints, lead acid batteries, fertilizers, or pesticides. For further information, call the City of Redlands Fire Prevention Division at (909) 798-7601.

Does your business handle, store, or use any of the above classifications? Yes No

ADDITIONAL PERMITS. Approval of this form does not eliminate the need for other permits, licenses, or certificates if required (such as building permit or sign permit, Certificate of Occupancy, Special Event Permit, Conditional Use Permit, Health Dept. permit, hazardous material permit, etc.). Signs that are new, modified, or relocated may require a building/sign permit prior to performing any work. If you have any questions about any of the permits mentioned above, please contact the Planning Division at (909) 798-7555, option 2.

APPLICANT STATEMENT. I hereby certify under penalty of perjury that I have read and understand all of the sections above, and that the information provided on this form is true and correct to the best of my knowledge. I also state that I have read and familiarized myself with the portions of the Redlands Zoning Regulations (Title 18 of the Redlands Municipal Code) which apply to my business in this location. I agree to comply with these regulations and any other applicable local, state, and federal regulations that may relate to this proposed business.

Applicant's Signature: _____ **Date:** _____

OFFICE USE ONLY

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1. Planning Review: _____ Date: _____ Zone: _____ Rel. Permit: _____

Permitted Conditional Use Permit Required Nonconforming Not Permitted

2a. Building Review: _____ Date: _____ Occ. Type: _____ T.I. Required: Yes No

2b. Building Approval: _____ Date: _____ Cert. of Occ. or Bldg Permit No.: _____

Collect Business License Inspection Fee: Yes No

3a. Fire Dept. Review: _____ Date: _____ Fire or HazMat Permit No.: _____

3b. Fire Dept. Approval: _____ Date: _____ Fire Inspection Required: Yes No

Collect Business License Inspection Fee: Yes No

4. Planning Approval: _____ Date: _____ Zone Clearance No.: _____

Conditions / Remarks: _____