



Community Development Agency  
Building Division  
17575 Peak Ave  
Morgan Hill, CA 95037-4128  
Phone: (408)778-6480  
Fax: (408)779-7236  
[www.morganhill.ca.gov](http://www.morganhill.ca.gov)

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## OCCUPANCY PERMIT FILING REQUIREMENTS

Before opening your new business, the City Building Inspector will visit the site and check for compliance with Fire and Life safety codes. Upon completion of the inspection, a “Certificate of Occupancy” will be issued. This assures that your building is in compliance with state codes.

### To initiate the process you will need to submit:

- 1) A completed **Occupancy Permit Application**.
- 2) A non-scaled **floor plan** legibly drawn.

The floor plan shall include the dimensions and use of each room and any equipment that may be used (see sample attached).

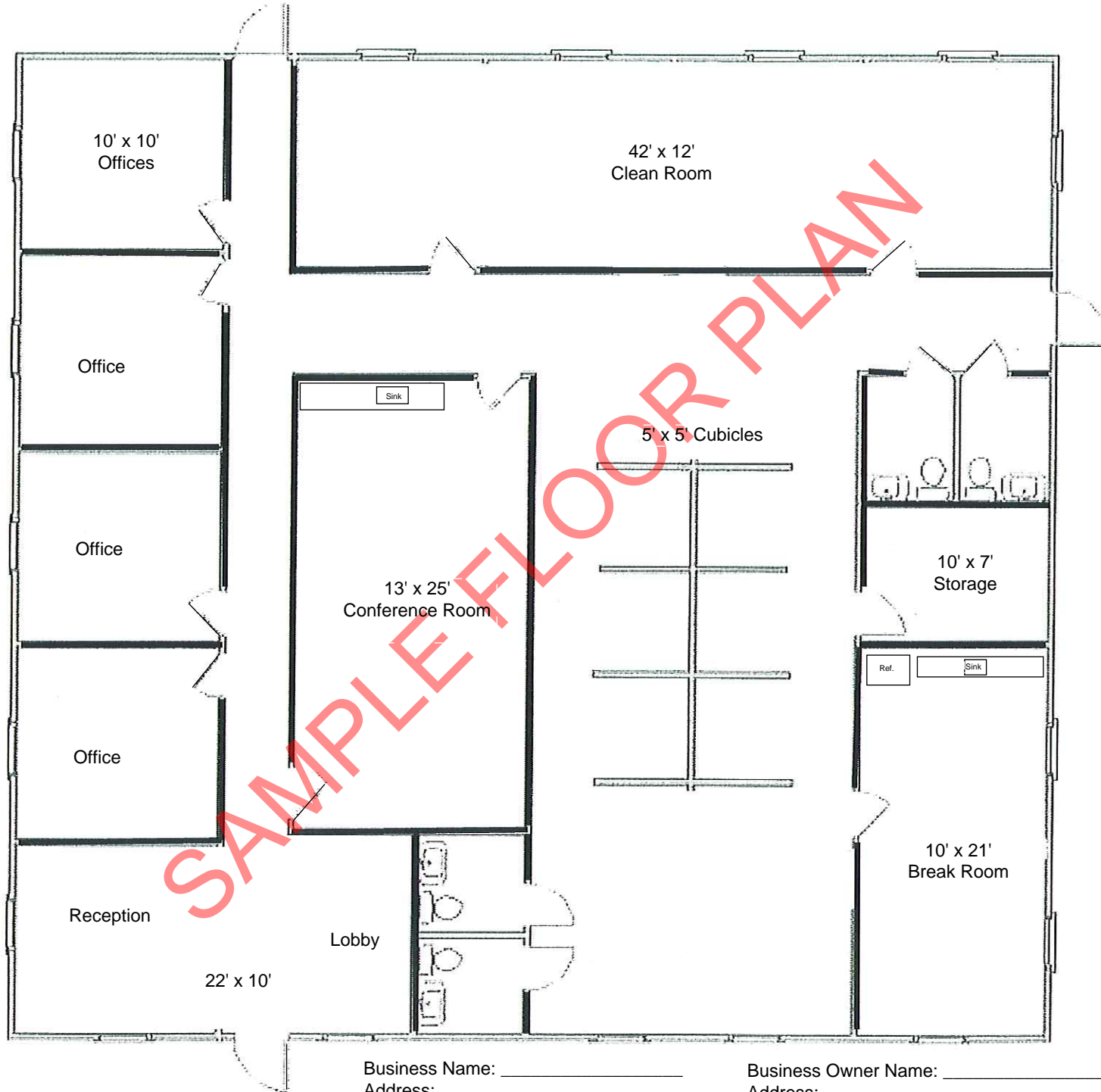
- 3) **Authorization Form**.

If you are the tenant, you will need to provide the “Authorization to Act on Property Owner’s Behalf” form attached to this application. This allows you to sign for the permit without the property owner having to appear in person.

- 4) A processing fee of **\$194.00**. (Fees subject to change at any time.)

Should you have any questions or require additional assistance completing this application, you may contact us at (408) 778-6480.





Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_



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## NOTICE TO BUSINESS LICENSE APPLICANT REGARDING CERTIFICATE OF OCCUPANCY

Thank you for choosing Morgan Hill as the location for your business. As part of the Business License review process, the Building Division will check to see if a Certificate of Occupancy is required for your space prior to opening for business. The purpose of a Certificate of Occupancy is to ensure the safety of the occupants and the public by verifying that the space meets all applicable codes and ordinances governing construction and occupancy.

If we determine that you need a Certificate of Occupancy, you will be contacted by a representative from the Building Division notifying you of the requirements. To obtain the Certificate of Occupancy, you will need to fill out a permit application, provide a statement of operations and a floor plan of your suite. Any changes, including general construction, electrical, mechanical, plumbing, signage, etc., may require building permits and plans from a licensed engineer or architect.

If you have any questions or would like more information regarding the Certificate of Occupancy, please contact the City of Morgan Hill Building Division at (408) 778-6480. Thank you again for choosing Morgan Hill.

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Permits may only be signed for by the property owner, unless authorization is given for a tenant to sign on his/her behalf. The authorization provided below may be used for that purpose only.

### AUTHORIZATION TO ACT ON PROPERTY OWNER'S BEHALF

I hereby authorize the following person to act as my agent to apply for, sign, and file the documents necessary to obtain an Occupancy Permit for my building.

Site Address: \_\_\_\_\_

Tenant / Authorized Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Name of person signing permit)

Address of Tenant / Authorized Agent: \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**(A copy of a driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.)**