



Community Development Department
1 Plaza, PO Box 667
Patterson, CA 95363
Ph. 209.895.8020
Fax 209.895.8019
www.ci.patterson.ca.us

HOME OCCUPATION USE PERMIT

This information is provided as a guide to assist you in the preparation of your application for a Home Occupation Use Permit (HOUP). It is also intended to explain the process by which the City analyzes and acts upon the application.

What is a Home Occupation Use Permit?

The Patterson Municipal Code is a body of law that, among other things, establishes the permitted uses for each of the various zoning districts within the City. Generally, businesses are not allowed within the residential zones of the city. However, there are provisions within the municipal code which allow for the operation of home occupations, subject to specific standards and conditions. Home Occupation Use Permits are generally granted for administrative operations only. However, other certain types of home operations may be allowed dependent upon their ability to meet the required standards and subject to additional conditions as may be deemed necessary.

Application Submittal

An application for a Home Occupation Use Permit shall be filed by the business owner with the Community Development Department on forms prescribed for this purpose. An application for a Home Occupation Use Permit is attached. The application must be filled out completely, and must be accompanied by the following items:

- A written statement of operational characteristics which should include all relevant details of the proposed use (detailed description of the type of use, operating hours, number of employees, vehicles, etc.); this should be signed and dated and accompany the home occupation use permit application on a separate piece of paper.
- Property owner's concurrence in the application (if owner does not sign the application);
- \$150.00 Home Occupation Use Permit Fee.**

**** This is a one time fee due at the time of application submittal, however if you move locations, you will have to reapply and pay this fee again**

Note: Additional information may be required by the Community Development Director during review of your application.



STANDARDS

The following are standards that shall be adhered to for the issuance of a Home Occupation Use Permit:

- A. A home occupation must be conducted entirely within a dwelling by a person or persons residing in the dwelling as a purely secondary and incidental use of such dwelling to its primary residential use.
- B. Off-site employees or partners are permitted so long as they do not work or report for work at the subject property.
- C. The residential appearance of the premises shall not be altered through remodeling or new construction so as to give the appearance of other than normal residential premises or to call attention to the premises.
- D. There shall be no mechanical equipment or operation used which creates or makes noise, dust, odor, vibration or other effects detectable at the property line.
- E. There shall be no display of products produced by the home occupation visible in any manner from the outside of the dwelling unit. There shall be no sale of commodities upon the premises.
- F. The use shall not generate pedestrian or vehicular traffic other than trips by the one allowed business vehicle per Section 18.92.080(H) of this chapter and bi-monthly business deliveries by a carrier normally associated with residential deliveries. Business customers are not allowed on-site unless otherwise accepted by this chapter.
- G. There shall be no storage of materials or supplies out-of-doors.
- H. No more than one business vehicle shall be parked or used in connection with the business on or near the premises. All deliveries to and from the premises by the applicant shall be only by the one allowed business vehicle. "Business vehicle" means a car, pickup or van (3/4 ton maximum size) used for home business purposes and driven by a person residing on the premises.
- I. There shall be no advertising of the home occupation which uses the street address of the premises, and no on-site signs advertising the business.



- J. Not more than one room or ten percent (10%) of the floor area of the main building, whichever is greater, shall be used for the home occupation. If a garage is used in connection with a home occupation, such use must not interfere with its primary use as vehicular storage.
- K. There shall be no raising of animals for commercial purposes.
- L. Other conditions deemed necessary by the Community Development Director.
- M. The following specific home occupation uses may be permitted subject to further limitations as follows:
1. Contractors' and Subcontractors' offices are permitted as home occupations. The storage of materials, equipment or more than one commercial vehicle not normally associated with residential uses shall be prohibited.
 2. Swimming lessons, music lessons, and other similar instructions, when given to no more than three students at one time.
 3. Dressmakers, limited to residents of the dwelling.
- N. **The following uses are expressly prohibited as home occupations:**
1. Repair or reconditioning of motorized vehicles or equipment on-site.
 2. Manufacturing, including cabinet shops and similar uses.
 3. Repair or reconditioning of major household appliances.
 4. Repair or reconditioning of boats or recreational vehicles.
 5. Medical, dental and chiropractic clinics and offices and counseling services.
 6. Furniture repair, restoration and upholstery.
 7. Beauty/barber shops, including nail and skin care salons.
 8. Real estate offices.



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9. Weapons and ammunition sales and service.
10. Welding shops.
11. Animal clinics and pet grooming shops.
12. Massage establishments.

Processing the Application

The processing time for a Home Occupation Use Permit varies from twenty (20) to thirty (30) days. Public Notice shall be posted in the newspaper, mailed to the subject property and mailed to all property owners within 300' of the subject property. From the date of posting a ten (10) calendar day review period begins. After this review period has expired, a determination shall be made. You will receive written communication of this determination, and if approved, any conditions of approval. If not paid at the time of application submittal, an invoice for the City of Patterson Business License will be mailed to you and after payment is received by the City, the business license will be mailed to you.

Note: The applications are processed once a week, due to noticing deadlines. The weekly deadline is Tuesday, 10:00 a.m., otherwise the application gets processed the following week.

Appeal Process

Any interested party, aggrieved by the determination of the Community Development Director, may appeal this decision to the Planning Commission within ten calendar days after such date of determination. Approval of the application is not in effect until the appeal period has expired, or any appeal filed has been acted upon by the Planning Commission. Appeals must be made in written form, addressed to the Planning Commission and accompanied by the required fee of \$480.00.

Revocation

A Home Occupation Use Permit may be revoked due to non-use, failure to comply with standards and conditions of approval, and failure to obtain a business license. A Home Occupation Use Permit may be revoked following notice to the permittee at least ten (10) days prior to the revocation. A decision to revoke a Home Occupation Use Permit may be appealed to the planning commission as specified in Chapter 18.84 of this title.

If you have any questions regarding Home Occupation Use Permits, please contact the City of Patterson Community Development Department at (209) 895-8020.



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HOME OCCUPATION USE PERMIT APPLICATION

PROPOSED BUSINESS NAME:

APPLICANT NAME:

ADDRESS/CITY/STATE/ZIP:

PHONE/EMAIL:

PROPERTY OWNER/ADDRESS:

TYPE OF BUSINESS PROPOSED:

NATURE OF WORK PERFORMED AT THE RESIDENCE:

I, THE UNDERSIGNED APPLICANT, DO HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE STANDARDS FOR THE HOME OCCUPATION USE PERMITS, AND DO HEREBY AGREE TO ABIDE BY ALL CONDITIONS OF APPROVAL PLACED UPON THIS APPLICATION, AND THAT FAILURE TO ABIDE BY ALL CONDITIONS OF APPROVAL WILL RESULT IN THE REVOCATION OF THIS HOME OCCUPATION USE PERMIT AND ANY BUSINESS LICENSE ISSUED THEREAFTER.

*SUBMIT COMPLETE ORIGINAL APPLICATION TO: CITY OF PATTERSON, COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING DIVISION) 1 PLAZA, 2ND FLOOR, PATTERSON, CA 95363

APPLICANT SIGNATURE: _____ **DATE:** _____

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

RECEIPT # _____ **HOUP PERMIT #** _____ **CITY BUSINESS LICENSE #** _____

DATE APP RECEIVED: _____ **DATE OF APPROVAL:** _____

ASSESSOR PARCEL # (APN): _____ **PUBLISH PO #:** _____



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Home Occupation Use Permit - Statement of Operations

Along with the Enclosed Applications, please include a detailed Statement of Operations. This is a handwritten or typed statement describing the following:

1. What are the hours of business.
2. Number of Employees. (if any)
3. Where your supplies will be kept. (if any)
4. That you are aware that customers **are not** allowed at the home.
5. Please describe in detail what type of product(s) your business consists of and how you will conduct your business.

Thank You.
City of Patterson
Community Development Department
Planning Division



BUSINESS LICENSE APPLICATION

(select all that apply) New Application Address Change Owner Change Name Change

Proposed Business Start Date _____ Ownership Type Sole Proprietorship Partnership Corporation

Business Name _____ Parent Company _____

Owner/Contact Person _____ Contact Phone # _____

Nature of Business _____ Business Phone # _____

Website _____ State Contractor's License # (if applicable) _____

Tax I.D. # _____ CA Sellers Permit # _____ Number of Employees _____

Business Address _____

City **Patterson** State **CA** Zip Code **95363**

Job Site Address (If applicable) _____

(If different from business address.)

Mailing Address _____

City _____ State _____ Zip Code _____

Is this a home based business? Yes No

Will you sell or serve alcohol? Yes No

Will you sell food or drinks? Yes No If yes, you are required to get approval from the Health Department

Do you have pool tables in your place of business? Yes No If yes, how many? _____

The average **annual** gross receipts from business conducted **within the City of Patterson** are expected to be: (please select the appropriate Schedule from the attached table and circle below.)

SCHEDULE: 1 2 3 4 5 Annual Gross \$ _____

FEE	
SB 1186_ State Mandated Access Fund Fee \$ 4	
TOTAL DUE	

**UNDER PENALTY OF PERJURY,
I DECLARE THE FOREGOING TO BE TRUE AND
CORRECT.**

Signature _____

Date _____

FOR CITY USE ONLY

DEPARTMENT	DATE	EVALUATION RESTRICTIONS
Planning		
Building		
Fire		
Public Works		
Utility Sign-Up		
Health		<input type="checkbox"/> Approved



BUSINESS LICENSE APPLICATION

WORKERS' COMPENSATION & SUPPLEMENTAL INFORMATION

WORKERS' COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.
- I have an will maintain workers' compensation insurance, as required by Sections 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance carrier and policy number are:

Carrier _____

Policy Number _____

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name _____

Date _____

Signature _____

Address _____

City _____ State _____ ZIP _____

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in section 3706 of the labor code, interest, and attorney's fees.

SUPPLEMENTAL INFORMATION

Please complete the following

Will the occupancy or "use" of the building be changing? (will your business be significantly different than the previous business in this location, if any?) Examples: A restaurant opening in a former clothing store location; a pet store in a former insurance office.

YES If yes, please explain

NO

Will you be upgrading/remodeling the building (building walls, putting in restrooms, etc.)?

YES If yes, please explain

NO

Will your establishment be serving or preparing food?

YES If yes, please describe what types of food (prepared from scratch, prepackaged, . . . et cetera)

NO



Public Works Department

1 Plaza Circle | Patterson, California | Office 209.895.8040 | Fax 209.895.8069

AB 341 & AB 1826 COMPLIANCE FORM - 2018

Please submit questionnaire within **15 days** to the Public Works Department

Business/Entity Name _____		Owner/Contact Name _____	
Phone Number _____	Fax Number _____	E-Mail _____	
Mailing Address _____		Physical Address _____	
City _____	State _____	Zip Code _____	City _____
			State _____
			Zip Code _____

1. Does your business produce four (4) cubic yards of waste per week? YES NO

2. Is your facility a multi-family dwelling of five or more (5+) units? YES NO

If you answered "YES" to question 1 OR 2,
please fill out the remainder of this form and return to the City of Patterson or e-mail to xguluarte@ci.patterson.ca.us
If you answered "NO" to BOTH questions stop here and proceed to number 12

AB-341 Recycling

3. Which materials do you recycle?

- Clothing/Textiles CRV Containers Plastic Glass None
 Cardboard & Paper Metal (non CRV) Styrofoam Lumber Other _____

4. Recycled materials are:

- Co-Mingled Source Separated

5. Recycled materials are transported by:

- Self-Haul Non-Profit Service Provider

AB-1826 Organic Recycling & Composting

6. Which organic materials do you currently recycle?

- Food-Soiled Paper Pruning Waste Food Waste Edible Food Waste
 Landscape Waste Green Waste None Other _____

7. The recycled organic materials are:

- Co-Mingled Source Separated

8. How often do you recycle organics?

- Daily Weekly
 Monthly Yearly

9. The organics are transported/recycled through:

- Self-Haul Service Provider
 Non-Profit Other _____

10. Which organics do you currently separate for composting?

- Food-Soiled Paper Green Waste
 Landscape Waste None
 Food Waste Other _____
 Pruning Waste

11. The organics are composted through:

- Self-Haul Service Provider
 Non-Profit Other _____

Please note: Donating edible food waste to food banks and shelters is a preferred method of recycling/diverting edible food waste.

12. I, _____, certify that I am a duly authorized representative of the above named entity
Please print first and last name
for purposes of regulatory compliance reporting and that the foregoing is true and correct to the best of my knowledge.

Signature _____

Date _____



CITY OF PATTERSON

BUSINESS LICENSE INFORMATION

1 Plaza Circle • PO Box 667 • Patterson, California 95363 • Office 209.895.8040 • Fax 209.895.8069

Dear New Business Owner,

Congratulations on your new business venture! Welcome to the growing and developing business community of the City of Patterson. The material in this packet provides information that may be useful to you during your application process for a business license for the City of Patterson.

The business license application must be processed and approved **before** any entity located within the City of Patterson can conduct business. The application must include the Commercial Recycling Compliance Surveys, Proof of Workers Compensation, and applicable fees payable in cash or check, to the City of Patterson Finance Department.

Submitted in-person to:
City Hall - 1st Floor (Finance Department)
1 Plaza
Patterson, CA 95363

Mail to:
City of Patterson
PO Box 667
Patterson, CA 95363

All businesses located within a local commercial facility (e.g., leased office space, retail store, warehouse, etc.) will need to meet requirements in effect by the City's Planning, Building, Fire, and Public Works departments. Building inspections will need to be scheduled as part of the application process.

All businesses operating from the owners' residences within the City of Patterson (including internet sales, professional services such as contractors and subcontractors, as well as all other allowable types of home-based businesses) are required to obtain and maintain a City of Patterson Business License and Home Occupational Use Permit.

All businesses, including *out-of-town* businesses, are expected and required to ensure they have all applicable permits and certifications that their business practice need to remain in compliance with the local, state, and federal laws and regulations.

All City of Patterson business licenses are valid from the date issued through the end of the fiscal year (June 30th), regardless of the issue date. Application fees are not prorated. Annual renewal notices are sent in June and due by July 31st. All licenses are considered current during the grace period of July 1 – July 31. If payment is not received during that time, the license will be considered delinquent and will incur a 10% late fee.

Please Note: Any licenses within City limits will be referred to Code Enforcement with outstanding fees on August 31st. If a contractor and/or outside of City limits, the business license will be inactivated.

Please Note: In the event your application is rejected you must contact the City Finance Department within 30 days of rejection date to request a refund of the business license application fee.

Disability Access - SB 1186

On September 19, 2012 Governor Brown signed into law SB 1186, Chapter 383, which adds a state fee of \$1 [on January 1st, 2018 Certified Access Specialist (CASp) program fee increased to \$4], on any application for local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect _____ www.dgs.ca.gov/dsa/home.aspx
The Department of Rehabilitation _____ www.rehab.cahwnet.gov
The California Commission of Disability Access _____ www.cdda.ca.gov

Commercial Recycling – AB 1826 & AB 341

Public Works Department • Office 209.895.8060 • Fax 209.895.8069

Assembly Bill 341(AB-341) was passed to meet California’s recycling goal of 75% by the year 2020. AB-341 requires all commercial businesses and public entities that generate **4 cubic yards or more of waste per week** to have a **recycling program** in place. In addition, multi-family apartments with five or more units are also required to form a recycling program.

Assembly Bill 1826 is part of California’s recycling and greenhouse gas (GHG) emission goals. It establishes mandatory **organic recycling** requirements to be phased in over several years to meet the goals of California’s Global Warming Solutions Act, AB 32, of recycling 75% of waste by the year 2020. These organic materials account for nearly one-third of the approximately 30 million tons of waste destined for California’s landfills each year. Diverting organics from landfills for processing into compost and mulch reduces landfill GHG emissions and produces sustainable products that contribute to soil health, plant nutrition, water conservation and carbon sequestration. See chart below to determine if it is applicable to your business.

AB1826 Requirements	
For implementing an ORGANIC waste program	
Date	Threshold amounts for Businesses
April 1, 2016	8 cubic yards of organic waste per week
January 1, 2017	4 cubic yards of organic waste per week
January 1, 2019	4 cubic yards of commercial solid waste per week
** “Businesses” includes multi-family complexes with 5 units or more, however, multi-family premises are only required to recycle landscaping waste.	

Proof of Workers' Compensation Insurance – AB 2883

Legislation AB 2883, Chapter 205, provides that an applicant for insurance or renewal of a business license issued by a city or county must provide proof of valid current workers' compensation insurance or a current Certificate of Self-Insurance.

Failure to provide insurance will result in a stop order that prohibits the use of labor by the employer and acquires up to a maximum penalty total of \$100,000. Failure to observe stop order is a misdemeanor punishable by imprisonment in the county jail not exceeding 60 days or a fine not exceeding \$10,000, or both.

If you have any questions, please contact your insurance agent.

Departments & Agencies to Contact

CITY OF PATTERSON PLANNING DEPARTMENT

The proposed business must conform to the zoning standards for the location chosen for the business.

1 Plaza Circle, 2nd floor
Patterson, CA 95363
(209) 895-8020

CITY OF PATTERSON BUILDING DEPARTMENT

Local business, except those requiring Home Occupational Use Permits, must schedule inspections through the Building Department. These inspections are in addition to any inspections required for building occupancy.

1 Plaza Circle, 1st floor
Patterson, CA 95363
(209) 895-8030

CITY OF PATTERSON PUBLIC WORKS DEPARTMENT

Contact this department for any questions involving public works and environmental compliance requirements.

1 Plaza Circle, 2nd floor
Patterson, CA 95363
(209) 895-8060

STANISLAUS COUNTY CLERK-RECORDER'S OFFICE

Contact this agency to register a Fictitious Business Name, if necessary, for business.

1021 I Street
Modesto, CA 95354
(209) 525-6700

STANISLAUS COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES

Contact this agency for approval for all food-related businesses, as well as for any businesses that generate hazardous waste.

3800 Cornucopia Way
Modesto, CA 95358
(209) 525-6700

CALIFORNIA STATE BOARD OF EQUALIZATION

Contact this agency to obtain a Resell Number (Seller's Permit). Contact by phone to receive the application by mail or receive the application online on their website.

(800) 400-7115
www.boe.ca.gov

INTERNAL REVENUE SERVICE

Contact this agency to obtain a Federal Tax Identification Number (Employer's Identification Number), if necessary.

www.irs.gov

City of Patterson Business License Fees GUIDE

SCHEDULE 1 Relators, Miscellaneous Business Retailing, Printing, Publishing		
Gross Receipts		License Tax
0	4,999	21
5,000	14,999	26
15,000	29,999	29
30,000	44,999	45
45,000	99,999	68
100,000	149,999	114
150,000	249,999	143
OVER	250,000	171

SCHEDULE 2 Arts & Crafts, Professional & Personal Services		
Gross Receipts		License Tax
0	4,999	13
5,000	9,999	29
10,000	19,999	43
20,000	29,999	57
30,000	39,999	74
40,000	49,999	92
OVER	50,000	114

SCHEDULE 3 Wholesaling, Jobbing, Warehouse, Livestock and Poultry Feed		
Gross Receipts		License Tax
0	99,999	71
100,000	199,999	100
200,000	299,999	129
300,000	399,999	156
400,000	499,999	201
500,000	599,999	257
600,000	799,999	286
800,000	999,999	314
OVER	1,000,000	399

SCHEDULE 4 Contractors and Sub-Contractors		
Gross Receipts		License Tax
0	24,999	43
25,000	49,999	71
50,000	99,999	100
100,000	149,999	129
150,000	199,999	156
200,000	249,999	186
250,000	299,999	214
300,000	349,999	243
350,000	399,999	271
400,000	449,999	314
450,000	499,999	371
500,000	549,999	428
550,000	599,999	486
600,000	699,999	542
700,000	799,999	570
800,000	999,999	600
OVER	1,000,000	657

SCHEDULE 5 Manufacturing		
Gross Receipts		License Tax
0	99,999	71
100,000	199,999	100
200,000	299,999	129
300,000	399,999	156
400,000	499,999	199
500,000	599,999	257
600,000	799,999	286
800,000	899,999	344
900,000	999,999	371
OVER	1,000,000	399

BUSINESS LICENSE INSPECTION CHECKLIST

Building Department • Office 209.895.8030 • Fax 209.895.8039 • building@ci.patterson.ca.us

In order to facilitate your business license inspection, please review the following general requirements and correct any deficiencies prior to your inspection date. This is a basic checklist and does not list all requirements as others may apply based on the nature of the business.

FIRE EXTINGUISHERS

1. Provide at least one 2A 10BC extinguisher for every 3,000 square feet or portion thereof of the floor area. Travel distance to a fire extinguisher shall not exceed 75 feet.
2. Extinguishers shall be serviced annually and shall have a current service tag attached to it. Service shall be provided by a licensed service person. Please check fire extinguishers monthly and make sure employees understand how to use one.
3. A type K extinguisher shall be provided in commercial kitchens.

EXITING, EGRESS & EMERGENCY LIGHTING

1. Exits will be checked to make sure that they have an exit sign. Exit signs graphics shall be a minimum of 6 inches in height. When 2 or more exits are required by Code, exit signs shall be illuminated and have battery backup power.
2. Emergency lighting provided must be maintained and in operable condition.
3. Front exit doors that have locks shall bear a sign "*This door to remain unlocked when building is occupied*". The sign shall be in 1 inch high on a contrasting background
4. Neither exit doors nor exit paths shall be obstructed in any manner.
5. Exit doors shall be maintained in an operable condition at all times.
6. Exit doors shall swing in the direction of exit travel when serving any hazardous area or when occupant load exceeds 49 persons.
7. Doors equipped with panic hardware shall not have thumb-operated devices, dead-bolts, or other similar devices.

ELECTRICAL

1. Extension cords shall not be used as a substitute for permanent wiring.
2. Power strips shall plug directly into the electrical receptacle. Do not link together or 'daisy chain' power strips together.
3. Appliance cords and extension cords shall be kept in good repair and without splices.
4. All electrical outlets, switches, and junction boxes shall be properly covered with cover plates and the electrical system should be safe from apparent shock and/or other electrical hazards.
5. Electrical panels shall have a minimum clearance of 30" wide, 36" Deep and 6"6" high that has a 36" wide access path to them.
6. Circuit breakers/fuses shall be labeled so as to identify the area protected and shall be clear of any tape, string, or wire.
7. No electrical cords extending through walls, ceilings, floors, under doors, or floor covering

HOUSEKEEPING & STORAGE OF COMBUSTIBLES

1. The building shall be maintained in a neat and orderly manner.
2. Both inside and outside shall be kept free from combustible litter and rubbish. Storage shall be neatly stacked and not block exits. Incoming stock shall not be stored in corridors or exit ways.

3. Compressed gas cylinders shall be properly secured to prevent falling and contents clearly labeled.
4. Combustible materials shall not be stored in a boiler room, mechanical rooms or electrical rooms.
5. Listed flammable storage cabinets are required for flammable liquid storage in excess of 10 gallons.

ACCESSIBILITY

The Americans with Disabilities Act (ADA) is a Federal civil rights law that prohibits the exclusion of people with disabilities from everyday activities, such as buying an item at the store. To meet the goals of the ADA, the law established requirements for existing facilities as well as for compliance when a facility is altered or a new facility is constructed. "Grandfather provisions," that are often used by building code officials, do not exempt existing facilities. The following is a partial list of items that may be reviewed for ADA compliance:

1. Sales and Service Counters (Register Area)
 - a. Retail stores where counters have cash registers and are provided for sales or distribution of goods or services to the public, at least one shall have a portion of the counter which is at least 36 inches in length with a maximum height of 36 inches above the finish floor. It shall be on an accessible route with an aisle width of 36 inches and have a 30"x48" area to accommodate a mobility device.
2. Accessible Parking
 - a. Contact Building Department with questions
3. Accessible Entrance
 - a. All grade level entrances may be required to be accessible
4. Fixed Seating and Tables
 - a. Disbursement
5. Doors at Entrances to Businesses
 - a. Max 32" clear
 - b. Max 5# of force
 - c. No round Knob, only levers
6. Shelves and Maneuvering Space
 - a. Max 48" above finished floor (AFF)
7. Restroom Facilities
 - a. Minimum of 1 unisex accessible restroom (contact Building Department)

Some locations meet the requirements of "Safe Harbor" as defined in the 2010 ADA guidelines or the current building code.

PUBLIC WORKS REQUIREMENTS & ENVIRONMENTAL COMPLIANCE:

1. Ensure that a Backflow Prevention Device is installed & successfully tested to prevent cross-contamination into the Public Water System. Public Works performs initial testing at the time of installation and annual test inspections. See attached information regarding Backflow Prevention Devices.
2. Ensure that a grease trap/interceptor is adequately sized for the type of business and that a maintenance program has been established to ensure that it is being maintained regularly. See attached information regarding Fats, Oils, and Grease (FOG) Program.
3. Maintain compliance with Stormwater Regulations. Ensure that you have the Best Management Practices (BMPS) for your business. See attached information regarding Stormwater BMPS.

4. Ensure that the facility has a water meter and that the business is signed up for utility services (Water, Sewer, and Garbage). Please contact the City's Finance Department at (209) 895-8040 for assistance.
5. Ensure that you have adequate waste disposal and recycling programs in place for your facilities.
 - a. If your business is generating 4 cubic yards or more of solid waste, your facility must have a recycling program. **Please complete and submit the AB 341 Compliance form to the Public Works Department.**
 - b. If your business is generating 4 cubic yards or more of solid waste, (Effective 2019) your facility must have an organic recycling program. **Please complete and submit the AB 1826 Compliance form to the Public Works Department**

MISCELLANEOUS

1. Decorations must be non-combustible or treated with a flame retardant.
2. Approved numbers or addresses shall be placed on all buildings. Numbers shall be a minimum of 6 inches high and clearly visible from the street. All commercial addresses shall be illuminated or provided with lighting to make them visible at all times.
3. Where a sprinkler system or other automatic extinguishing system or standpipe system is in place, such systems shall be serviced and maintained in operating condition. Do not attach anything to a fire sprinkler pipe or sprinkler heads. Do not paint over sprinkler heads.
4. Storage, walls and other fixtures shall not be higher than 18" from the bottom of fire sprinkler heads in a *sprinklered* building.
5. Hot water heaters shall be provided with seismic restraints or straps.
6. Furnaces and water heaters must have combustion air flow for the unit and proper clearance for the vents.
7. Current keys, with contact information, for installation in building Knox box.

PERMIT REQUIREMENTS

1. **Building permits** are required for any changes to the electrical, mechanical (heating/cooling), plumbing systems and accessibility. Addition, removal or modifications to walls or partitions requires a building permit. Rack systems over 5'9" require a building permit.
2. No additional uses shall be added to a business or adding subtenants without modification of the business license. A separate business license is required for additional businesses.
3. If your business needs any improvement or construction to open and those efforts encroach into the public right-of-way, you will need an **Encroachment Permit**. Contact Public Works at (209) 895-8060 for more information.