



City of Baldwin Park
14403 E. Pacific Avenue, Baldwin Park, CA 91706
• (626) 960-4011 •

APPLICATION FOR CERTIFICATE OF OCCUPANCY PERMIT

Dear Applicant:

The City of Baldwin Park has prepared this application in order to assist you with the processing of your Certificate of Occupancy Permit. This information will provide you with the necessary requirements in order to obtain the appropriate City approvals.

This application should be filled in completely and carefully in order to ensure that the process is completed as quickly as possible. Please submit this application to the Planning Division for review.

•NOTE•

**APPLICANT MUST MAKE ARRANGEMENT FOR INSPECTION OF PREMISES.
VIOLATIONS NOTED ON INSPECTION MUST BE CORRECTED BEFORE A
PERMANENT CERTIFICATE OF OCCUPANCY PERMIT IS ISSUED.**

Name of Business: _____

Address: _____

Owner of Business: _____ Phone No. (____) _____

Type of Business: _____

Specific use in detail: _____

•OFFICE USE ONLY•

1. What Zone? _____

2. C.U.P. Required? Yes No

3. Number of Parking Spaces Required: _____

Reviewed By: _____ Date: _____

•NO OCCUPANCY ALLOWED WITHOUT A CERTIFICATE OF OCCUPANCY PERMIT•