



Instructions for Business Occupancy Permit (BOP)

CITY OF COLTON - Development Services Department

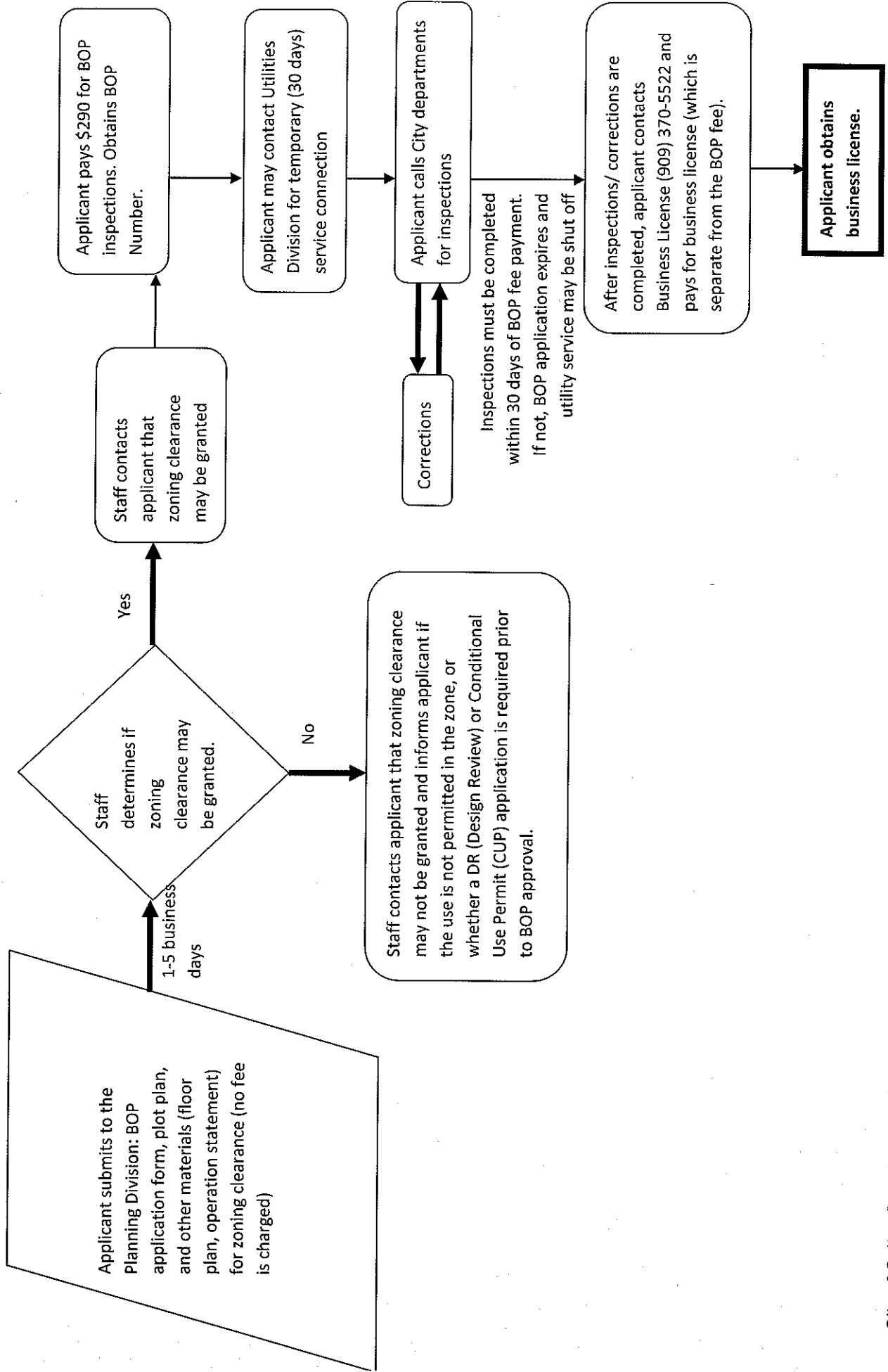
Step 1. Zoning Clearance. Submit a BOP application for zoning clearance at the Development Services Department (no fee charged at this step). *[Permitted accessory/secondary uses may submit a "Business within a Business" application with a fee of \$15 and skip to Step 3 after obtaining zoning clearance.]* BOP applications may be obtained from the city's website, www.ci.colton.ca.us, on the Planning Division page under applications accessible via the City Hall drop menu>Development Services>Planning (or by contacting the Development Services Department).

Step 2. Inspections. After receiving zoning clearance, pay the fee of \$290 for inspections and obtain your BOP Number. The applicant may contact the City Utilities Division to request a temporary (30 day) service connection. The applicant must call each of the following departments/divisions to ask for inspections (provide the BOP Number). The site must pass inspections within 30 days or the BOP application expires and the utilities may be shut off.

Department/Division	Items Inspected		
BUILDING (909) 370-5131 (Recording)	<ul style="list-style-type: none"> • Electrical outlets, switches and lighting covers are in place and in good condition. • Circuit breakers are labeled and rated correctly. • Maintain mechanical heating vents and combustion air criteria. • All Building Code violations are corrected/repared. • Any improvements completed without a building permit. • Consult the Building Official for disabled access requirements. <p>Please be aware that applying for a Business Occupancy Permit does not permit you to perform any construction or make any tenant improvements. The installation of a partition wall, or any other building modifications and/or improvements must be applied for as a separate building permit and must go through the plan check/inspection process. Also, inquire about your proposed usage, as some restrictions may be applicable when locating adjacent to an existing, more restrictive occupancy.</p>		
FIRE Alan Sork, Fire Marshal (909) 370-5100	<ul style="list-style-type: none"> • Address on front and back doors • Fire Extinguisher (a minimum <u>2A10BC</u> is required for most occupancies) • "Exit" signs (if required) • Occupancy to be set up, as it will function, prior to inspection. 		
CODE ENFORCEMENT (909) 370-5114	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • General Site Improvements • Exterior Painting (if needed) • Illegal Signage • Address on building/site • Compliance with all certifications, registrations, or licenses as required by law of ordinance according to type of business. • Electric gates (E-key system and Knox emergency access device). • Exterior lighting and security devices are operating and maintained. </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Trash enclosure • Parking, striping, wheel stops • Landscaping (if needed) </td> </tr> </table>	<ul style="list-style-type: none"> • General Site Improvements • Exterior Painting (if needed) • Illegal Signage • Address on building/site • Compliance with all certifications, registrations, or licenses as required by law of ordinance according to type of business. • Electric gates (E-key system and Knox emergency access device). • Exterior lighting and security devices are operating and maintained. 	<ul style="list-style-type: none"> • Trash enclosure • Parking, striping, wheel stops • Landscaping (if needed)
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WATER	<ul style="list-style-type: none"> • Backflow Device: John Ahearn (Inspector): 909-370-6164 • Pre-Treatment: Gary Ethridge (909) 370-6128 		

Step 3. Business License Application. After all BOP inspections are passed, please submit a Business License Application form, with fee (which is separate from the BOP fee), at the Development Services Department with Cecilia Barrajas at (909) 370-5081. Please note that if an existing business is being taken over, a new business license cannot be obtained until the previous owner has closed their license.

CITY OF COLTON BUSINESS OCCUPANCY PERMIT (BOP) FLOWCHART





Business Occupancy Permit (BOP) Application Form

Page 1 of 3

DO NOT WRITE HERE - FOR OFFICE USE ONLY

Accepted by Staff: _____ Date: _____

APN: _____ Zone: _____ CMC: _____

Redevelopment Area: No Yes; Name: _____

Alteration/Intensification/Conversion: Yes No

Design Review Required: Yes No

Zoning Clearance: Yes No, due to _____

By Staff: _____ Date: _____ BOP#: _____

Notes : _____

Business Name _____

Check one: Primary Business
 Non-Business Land Use Property Management

Property Address: _____ Unit No. _____

Business Operator/Applicant name _____ Existing (Previous) Business/Use at Site _____

Brief Description of Proposed Business/Use (to appear on business license certificate)

Detailed Description of Proposed Business/Use, including the product types, processes, activities, including any accessory (secondary) to the main use (attach a letter as an operation statement if necessary):

The following are attached:

- Plot Plan/Sketch. **REQUIRED OF ALL APPLICATIONS**
- Floor plan/ Interior layout
- Tenant list/parking study
- Operation statement. Description of business signed by operator.
- Photographs.
- Other _____

Property Owner's Certification (Business Owner signs on Page 2)

By signing below, I hereby certify that I am the record owner(s) of the property stated above or an authorized representative to act on behalf of the property owner, and further authorize the submittal of this application.

Signature _____

Date _____

Print Name _____

Title (if company) _____

(_____) _____
Phone Number

Company Name _____

(_____) _____
FAX Number

Mailing Address _____ City, State _____ Zip Code _____

E-mail Address _____



Business Occupancy Permit (BOP) Application Form

Page 2 of 3

Property Address _____

Business Name _____

No. of employees: _____ Tenant Area (sq ft) : _____ Hours of operation: _____

Check off the following uses/activities that may occur as part of the proposed business/use?

- Alcohol, including beer & wine
- Assembly hall, Banquet room
- Food preparation or handling
- Entertainment activities
- Massage
- Fleet or delivery vehicle(s)
- Training/school activities
- Outdoor storage
- Any activities outdoors

HAZARDOUS WASTE QUESTIONNAIRE

A building permit or final business occupancy permit will not be issued unless the requirements of the Department of Environmental Health Services (DEHS) and the Air Quality Agency have been satisfied or are in the process of being satisfied. All applicants of non-residential building permits and/or business occupancy permits shall be required to complete this form as part of the application requirements (tenant improvements included.)

____ YES ____ NO Will the applicant or future occupant of this facility, during any time of operation, handle, store, use, generate or manufacture a hazardous material or hazardous waste in any quantity above ground or underground?

If "yes," contact: SAN BERNARDINO COUNTY
DEPT. OF ENVIRONMENTAL HEALTH SERVICES (DEHS)
385 N. ARROWHEAD - 2nd FLOOR, PUBLIC COUNTER
SAN BERNARDINO, CA 92415-0160
(909) 884-4056

____ YES ____ NO If "yes" to the above, is the facility property line within 1,000 feet of a "school/proposed school" property line? (Note: "school" may include licensed day care centers).

If "yes" to any of the above, obtain proper permits from the South Coast Air Quality Management District or Local Air Quality Agency, if required. If air permits are required, provide a written statement from Air Quality Agency.

A final Business Occupancy Permit will include DEHS sign-off when applicable.

Business Owner's Certification

I hereby certify that I am the prospective business owner (applicant) for this application and that the preceding statements are true.

Signature _____

Date _____

Print Contact Name _____

Title (if company) _____

(____) _____
Phone Number

Company Name _____

(____) _____
FAX Number

Mailing Address _____

City, State _____

Zip Code _____

E-mail Address _____



**City of Colton
Environmental Compliance Division
Pretreatment Program Plan Submittal Survey Form**

Project Name: _____ Telephone: _____
 Site Address: _____
 Owners Name: _____ Telephone: _____
 Submitting Firm/Co.: _____ Telephone: _____
 Submitted by: _____ Fax No.: _____

DESCRIPTION OF INDUSTRIAL PROCESS ACTIVITIES

Provide a brief description of industrial processes, manufacturing, or activities performed at this site:

Building is: New Existing

If existing, is there a current Wastewater Discharge Permit held with the City of Colton?

Yes No Unknown If Yes, give Permit No.: _____

Check the appropriate answer:

Yes No

- Will water be discharged to the sewer from sources other than restrooms, hand sinks, air-handling equipment or condensate sinks?
- Are floor drains installed in any production or material storage areas?
- Are, or will, any solvents or hazardous materials be used or stored at the facility?
- Is there any treatment planned for wastewater, prior to discharge to the sewer?
- Will this facility operate one or more of the following processes? If yes, please indicate each that is appropriate -
 - Auto/Truck Service or Repair Photo/X-ray Processor Car/Truck Wash
 - Printing Operations Food Service/Kitchen Material/Equipment Washing
 - Industrial/Commercial Laundry Wastewater Treatment Process Wastewater

If the answer to any of the above questions is Yes, you must submit plumbing (riser) plans for review by the Environmental Compliance Division of the City of Colton prior to obtaining a Building Permit. Requirements may include a Wastewater Discharge Permit, pretreatment facilities, or monitoring provisions. Initial release will be given once these items have been addressed in the plans. PLEASE BE ADVISED that plans must also be approved by other Divisions within the Water and Wastewater Department prior to the obtaining of a Building Permit.

Signature required by person submitting survey.

I, the undersigned, state that the above answers are true and correct to the best of my knowledge.

Signed: _____ Date ____/____/____
 Title: _____

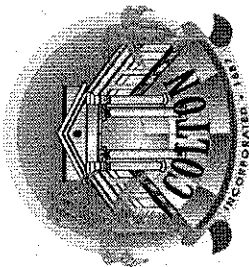
To schedule a Pretreatment Program Plan Review, or if you have any questions, please phone Gary Ethridge at (909) 370-6128 or the City of Colton Wastewater Treatment Plant at (909) 370-6145. Plans may be submitted in person or mailed to the City of Colton, Water and Wastewater Department at 160 S. 10th Street, Colton, CA, 92324. Please indicate "Pretreatment Program" on the front of your submittal/envelope.



Guide to Year-Round Promotional Sign Ordinance

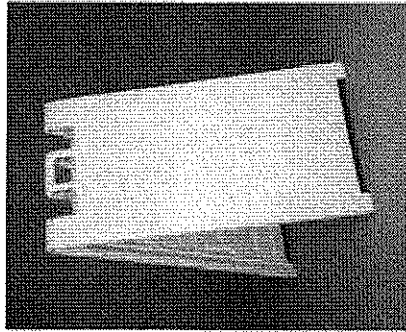
Between November 18, 2011 and November 18, 2012, businesses in Colton will be allowed to display promotional signs, subject to criteria contained in Ordinance No. O-06-11 next to storefronts without the need to obtain a permit from the City. Because no permit is required to display the sign, it is important that businesses create or manufacture signs to required specifications and that it be displayed in a manner consistent with the requirements to ensure that the sign is not removed. The signs need to comply with the following:

1. Choice of **one** of the following:
 - wall banner - maximum 32 square feet,
 - commercial flag - maximum 10 feet high, or
 - portable (A-frame) – maximum 6 square feet sign face (maximum two faces) and height between 3 and 4 feet high - see "Portable Sign Examples" Sheet.
2. Maximum of **one** promotional sign next to a business storefront.
3. Sign may be displayed only during normal hours of the business.
4. Sign must be removed (placed indoors) when the business ceases operation for that day.
5. Sign may be placed with private walkways and planters next to the front entrance door of the business storefront and no further than 25 feet from the door but cannot be placed within the street, City sidewalk, or City planters or block driveways or walkways (must leave at least 4 feet for walking space). If you are unsure where the edge of the City property is, please contact the City Public Works Department at (909) 370-5065 and ask for right-of-way verification, which provides the distance from the street curb to the edge of the property.
6. Businesses with front entrance doors with no space between the door and City sidewalk may contact the City Public Works Department at (909) 370-5065 regarding obtaining an encroachment permit. An encroachment permit **may** be issued if Department requirements are complied with including, but not limited to, the requirement that the sight distance of vehicular traffic is not impeded by the portable sign.
7. Portable signs shall consist of durable rigid materials (metal, wood, plastic) and the use of paper or cardboard not allowed except as changeable copy within and safely fastened to a framed area made of durable rigid materials. Sign must be professionally made or have the appearance of a professionally made sign. Signs with wheels shall be fixed (locked) in position.
8. Sign must contain the name and phone number of the business and owner of the sign in order (not required on the sign face but somewhere on the sign structure).
9. Sign cannot detract from the appearance of the building and/or site as determined by the Director.
10. No illumination (lighting) exclusively designed for the sign is permitted.
11. Sign must be removed or replaced if tattered, torn, damaged, or otherwise not in good condition.
12. Sign must be kept clean and clear of graffiti.
13. No attachment to the sign, including balloons, streamers, lights, or other attention-getting devices.
14. Sign must be removed on November 18, 2012, unless ordinance is extended or made permanent by the City Council prior to that date.



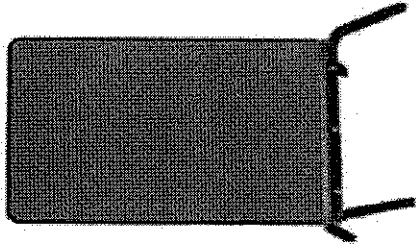
Portable Sign Examples

ALLOWED

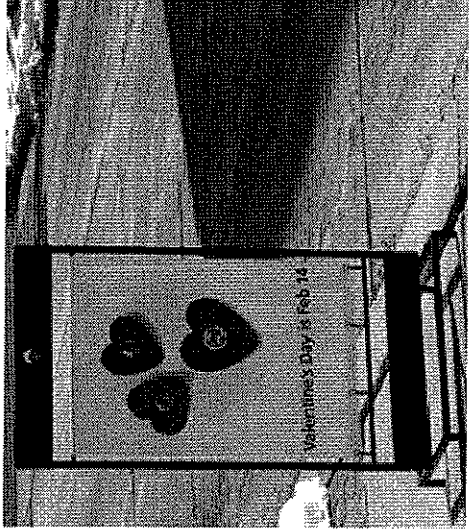


Maximum height 4 ft

Maximum sign face: 6 square feet



Must have rigid background

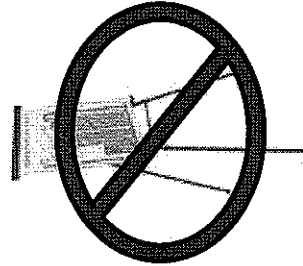


Cardboard/paper not allowed except within defined framed Area with rigid background

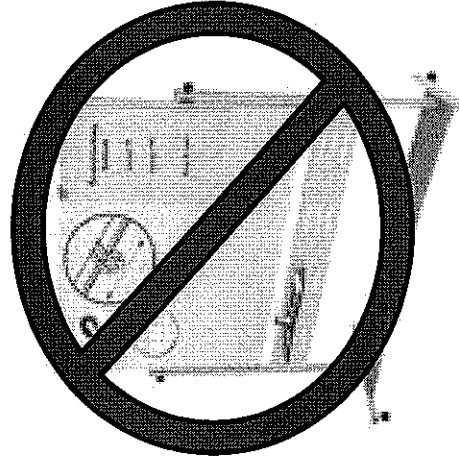
NOT ALLOWED



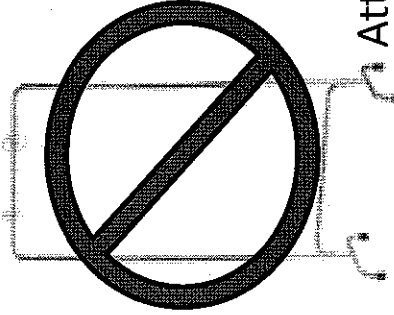
Too short



Too tall



Too large



No rigid background



Attachments outside defined frame area not allowed