City of Hollister
Community Development Department
Building Division
339 Fifth Street, Hollister CA 95023
(831) 636-4355 * permitcenter@hollister.ca.gov
Website: Hollister.ca.gov

For Department Use Only
Date Received:

Permit Number:

Submittal Accepted By:

OPERATING A BUSINESS IN A COMMERCIAL LOCATION

HOW TO GET STARTED:

A Certificate of Occupancy is needed in a business that operates from any commercial location within the City of Hollister. When applying for a business license you will also be required to apply for a Certificate of Occupancy (CofO) for your business with the Building Division. If you come to City Hall to obtain a CofO packet, you will be checked in to see the Building Division and Planning Division to process your CofO and business license. You may apply at the Building Division counter, or you can complete the information on-line and upload your documentation to obtain a CofO.

All the information below (if applicable) must be completed before a business license and CofO can be processed. This process does not include any modifications to the building. Please check with the Building Division regarding tenant improvements.

It is recommended, prior to signing any lease or rental agreement, that the new proposed business owner complete their due diligence and check the zoning of the property for the particular business that is permitted for that location by the Planning Division. Additionally, some uses that are permitted may require an additional Land use permit. Also, see Planning Staff for any proposed changes to the exterior of the structure or site, including painting, landscaping, fencing, screening and permits for signs and/or banners, to ensure that they comply with City regulations. **Inspections will be required for all CofO's in the City of Hollister**

YOU WILL NEED TO DO THE FOLLOWING:

1. Return a notarized letter from Property Owner providing permission to applicant to pull Certificate of Occupancy Permit on subject property – OR – a copy of the original signed lease agreement between business owner and property owner.
2. Obtain a Seller's Permit. (if applicable). A Seller's Permit is necessary for you to obtain a resale number for reporting sales tax and needed when selling items.
3. Obtain a Health Department Certificate (if applicable). This is needed when you are selling food.
4. **Fictitious Business Name:** If you are not using your last name in the name of your business, you need to apply for a fictitious business name and provide proof of publishing your business name with a newspaper of your choice. There are fees associated with this process.
5. **Business License:** You must complete and process a business license with the City of Hollister. *You will be required to pay a fee for processing your business license application. See *the Business License Division* for further details.
6. Provide all **Certificate of Occupancy** documents required in the packet to apply for the CofO. This can be done in person with the Building Division or online. You will be required to pay a fee for submittal of this application.
7. Application must be accompanied by **a site plan**, existing floor plan with dimensions of unit and existing fixtures, room, exits, etc. (See back of Certificate of Occupancy application.)

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GUIDELINES TO OPENING AND OPERATING A BUSINESS AT A COMMERCIAL LOCATION

Location, location, location...

Prior to signing any lease or rental agreement, you must verify that the zoning of the property for the particular business is permitted through the Planning Division.

NEW USES THAT MAY REQUIRE A REVIEW AND APPROVAL OF THE PLANNING DIVISION

The City of Hollister Planning Division has identified several uses that if newly established require a Planning application, and review. This review may require approval from the Planning Commission and Design Review. These uses include but are not limited to:
Animal Sales and Services
Automotive repair - Major and minor repairs, alarm and sound system installation, window tinting
Automotive Sales
Education facilities - charter schools, higher education, drivers training school.
Cannabis Retail
Counseling facilities with group settings - AA, NA, etc.
Fitness facilities - including dance studios and martial art facilities Hookah Bars and Tobacco Retailers
Hotel and Motel
Nail Salons and Massage Parlors
Purchase or Sale of Metals including precious and scrap metals.
Recycling facilities and kiosks
Restaurant (food and beverage) - with and without customer seating

SIGNAGE - TENANT IDENTIFICATION AND ADVERTISING

The City of Hollister Municipal Code Title 17, Chapter 17.20 **-Sign Regulations** has specific standards for business signage. Hollister Municipal is available for download at the City's website (Title 17, Chapter 17.20- Signs). In addition, several of our shopping centers have a Master Sign Program specific to the shopping center where the signage proposed would have to be consistent with the approved Master Sign Program. Electronic copies of the various sign programs are available via email. Business signage that requires a permit from the Planning Division and or Building & Safety Divisions includes walls signs, monument signs, pole/freeway signs, banners, balloons, and flags. The various signage listed has specific standards that would have to be adhered to such as size and sign location. Please contact the Hollister Planning Division for information related to any proposed signage. The Planning Division can be reached at (831) 636-4360.

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APPLICATION FOR BUILDING PERMIT

Please print clearly and fill in all that apply

APPLICANT

Applicant: Property Owner ☐ Contractor ☐

Desired Contact person: Owner ☐ Contractor ☐ Architect/Designer ☐ Other:

PROJECT IDENTIFICATION

Property Address			
Assessor Parcel Number (APN)			
Lot #		Subdivision	
Project Type	Commercial ☐	Residential ☐	Industrial ☐
Permit Type(s) *(check all that apply)* BUILDING ☐ ELECTRICAL ☐ MECHANICAL ☐ PLUMBING ☐			
If Residential, Year the Home was Built			

SCOPE OF WORK

Project Description:

Project Valuation $	**Construction Type**:		**Occupancy**:
Is Building Sprinklered? Yes ☐ No ☐	**Is Building Conditioned?** Yes ☐ No ☐		Is the property in the Historic District? Yes ☐ No ☐
Existing Use:	**Proposed Use**:	**Zoning:**	**Within Seismic Zone?** Yes ☐ No ☐
Number of Stories:	Existing Number of Units:		Proposed number of units:
Commercial Square Footage:			
Office:	**Retail:**	**Warehouse:**	**Other;**
Residential Square Footage:			
Dwelling:	**Garage:**		**Number of Cars:**
Proposed Added Square Footage:		**Remodel Square Footage:**	
Patio:	**Porch:**		**Other:**

PROPERTY OWNER INFORMATION

Name:	**Home Phone:**	
Address:	**Bus. Phone:**	
City:	**State:**	**Zip**
Email:	***Check Here If "Owner/Builder" Permit*** ☐	

TENANT INFORMATION *** For Commercial Spaces Only***

Business Name:	Contact Name:
Phone Number:	Email:

CONTRACTOR INFORMATION

Company Name:	**Contact:**	
Address:	**Bus. Phone:**	
City:	**State:**	**Zip:**
Email:		
State License #	**License Classification(s):**	**City License #:**

DESIGN PROFESSIONAL

(Please check One) Architect ☐ Designer ☐ Engineer ☐ License #:	
Name:	Phone:
Address:	Email:

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class(es):	Contractor's License #:
Expiration Date:	Contractor

OWNER-BUILDER DECLARATION

Select only one option, sign and date

☐ *I hereby affirm under penalty of perjury that I am exempt from the Contractor's State License Law for the following reason(Sec. 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed per pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than $500.*

☐ *I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code" The Contractor's State License Law does not apply an owner of property who builds or improved thereon, and who does the work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.).*

☐ *I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contractor for the projects with a contractor(s) license pursuant to the Contractors' State License Law.).*

☐ *I am exempt under Sec. _____ of the B&P Code for this reason*

Date_____Owner's Signature

WORKER'S COMPENSATION DECLARATION

Select only one option, sign and date

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 for by Section 3700of the Labor Code, for the performance of the work for which this permit is issued.*

☐ *I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:*

Carrier: _____ ***Policy #:***

(This section need not be completed if the permit is for one hundred dollars ($100) or less).

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

Date_____Applicant signature

CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which the permit is issued (Sec. 3097, Civ, C.).

Lender's Name _____

Lender's Address _____

ENGINEERING RELEASE

(PLEASE CIRCLE YES OR NO)

1. Will this project grade, fill, excavate, store, or dispose of 100 cubic yards or more of soil? YES NO
2. Will this project clear and grub one acre or more of land? YES NO
3. Will this project interrupt any existing drainage course or patterns? YES NO

If "yes" was circled for any of the above questions, please contact the Engineering Department at 831-636-4340 for further submittal requirements.

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

EPA's Renovation, Repair, and Painting Program (RRP Rule) requiring that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, childcare facilities and pre-schools built before 1978 have their firm certified by EPA (or an EPA-authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.

*_____**(Initials)** I have read and acknowledge that under federal law, it is unlawful to use work practices that create a lead hazard and contaminate the environment. For additional information refer to www.epa.gov/getleadsafe

APPLICANT

CERTIFICATION: By my signature below, I certify to each of the following:

I am the property owner or authorized to act on the property owner's behalf.

I have read this application and the information I have provided is correct.

I agree to comply with all local ordinances and state laws relating to building construction.

I authorize all representatives on behalf of the city to enter the above identified property for inspection purposes.

☐ **Property Owner** ☐ **Authorized Agent** **Printed name:** _____

Signature: _____ **Date:** _____

GENERAL STEPS FOR A BUILDING PERMIT APPLICATION

1. Applicants must complete and submit an official project application and all associated forms to the City of Hollister Building Department. Appointments for submittal must be scheduled via the City's website: https://hollister.ca.gov/government/development_services/index.php. Applications are processed chronologically based on the date of receipt.
2. Applications are active for 180 days. An Extension may be given to an active application for up to 180 days for residential and up to 90 days for commercial/industrial at the discretion of the Building Official. Extension application must be submitted 30 days prior to expiration date.
3. The applicant is responsible for determining if the project scope necessitates the submission of formal construction documents for review. Required documentation typically includes a detailed site plan, floor plans outlining existing and proposed scopes of work, and all required supporting materials.
4. If the project is subject to formal plan review, a mandatory plan review deposit fee will be assessed and must be processed during the scheduled submittal appointment. The final deposit fee amount will be generated at that time.
5. Submitted construction documents will undergo a thorough review to verify compliance with all applicable regulations, including the California Building Code, Fire Code, Energy Code, and local Municipal Codes. Corrections or revisions may be formally requested prior to final plan approval.
6. Upon successful completion of the review process and issuance of plan approval, an invoice for the permit issuance fees will be generated and provided, along with detailed instructions for payment processing.
7. The official construction permit will then be issued. The Permit Card must be posted and maintained on the job site for review by inspectors throughout all stages of construction.
8. Permits are valid for 365 days from the date of issuance or the last passing inspection. An extension may be given to an active permit at the discretion of the Building Official, Extension application must be submitted 30 days prior to expiration date.
9. Inspections are mandatory and must be scheduled at various critical stages of construction progress. Correction Notices may be issued by the inspector to address any non-compliant work or deviations from the approved plans.
10. Following the successful completion of all required inspections and the fulfillment of all established project conditions, the City will grant final approval and/or issue the Certificate of Occupancy (CO), as applicable.

Certificate of Occupancy
Property Owner Notarized Consent Form

Date: _____

TO: **CITY OF HOLLISTER**

I,_____, authorize
(PRINT: Property Owner's Name)

_____
(PRINT: Tenant's Name/Business Name)

to pull Certificate of Occupancy Permit at the address below:

_____ , Hollister, California.
(PRINT: Property Address)

FROM:

_____ *SIGNATURE MUST BE NOTARIZED BELOW.
(PROPERTY OWNER'S SIGNATURE) *****

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____ before me _____
(Insert name and title of the officer)

personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ **(Seal)**

EMERGENCY CONTACT INFORMATION

HOLLISTER POLICE & FIRE DEPARTMENT

In the event of an emergency at your place of business, we will contact you and have you respond.

DATE: _____

Business Name: _____ Business Phone: _____

Address:

_____

Cross Street: _____ Alarm: Yes No Audible Silent Both

Alarm Co. Name: _____ Alarm Co. Phone: _____ Alarm Co. Address: _____

Emergency Contact:

1. _____ Title: _____ Phone: _____
2. _____ Title: _____ Phone: _____
3. _____ Title: _____ Phone: _____

Type of Business: Commercial Building Home Occupation Peddler/Solicitor

Other _____

Hazards/Special Instructions:

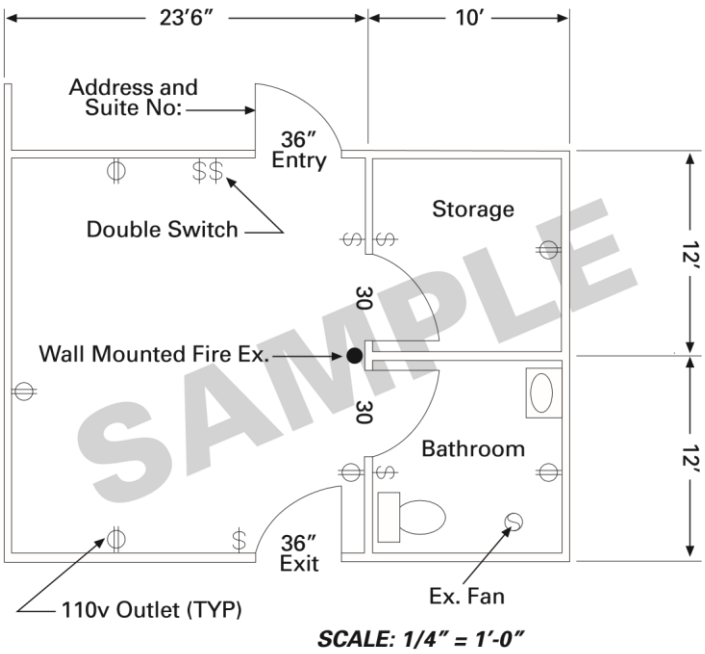
_____

_____

-OFFICE USE ONLY -

Requirements for Floor Plan
Certificate of Occupancy

Division of Building and Safety



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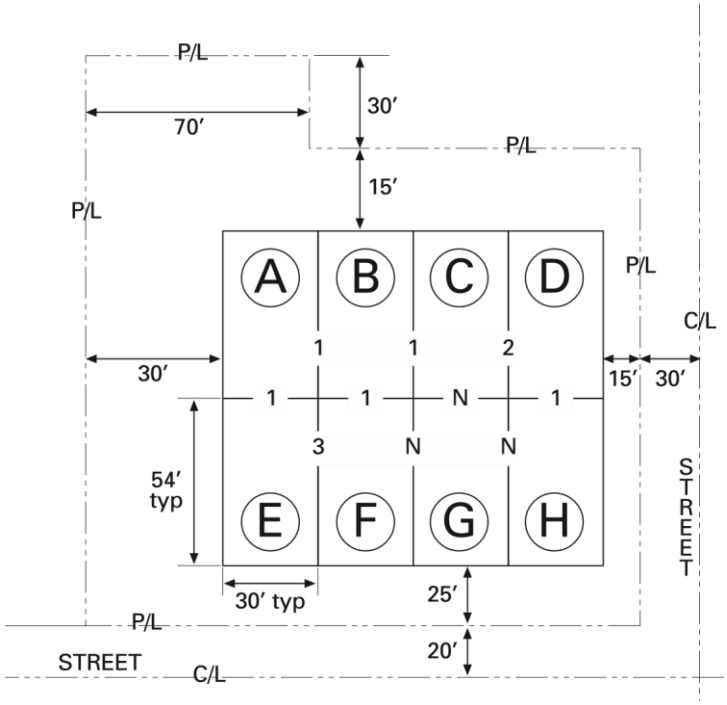

ALSO SEE 8 & 9 BELOW

PROVIDE THE FOLLOWING INFORMATION ON A DRAWING

1. Location of walls and partitions.
2. Location and width of doors.
3. Location of electrical outlets, wall switches and exhaust fans.
4. Location of fire extinguisher (min. size 2A10BC).
5. Address, building number and /or suite number (display on entry door in a minimum size of 6” letters).
6. Provision for disabled facilities in restroom, size of wheelchair turn-around; location of grab bars, etc.
7. Is this building fire sprinklered? Yes❑ No ❑
8. Footprint of building, with dimensions of outside area to public right-of way and to property lines.
9. Type of business in surrounding areas/commercial complex and the square footage of each.