

# CERTIFICATE OF USE & OCCUPANCY APPLICATION

## TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

### CIVIC CENTER:

110 E. MAIN STREET  
LOS GATOS, CA 95030  
(408) 354-6874

APPLICATION #: \_\_\_\_\_

1. ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

2. APPLICANT REQUEST:  
Present or last known use: \_\_\_\_\_ Date of last known use: \_\_\_\_\_

Has the space been vacant and/or unoccupied for more than five years? \_\_\_\_\_

Proposed use (if retail, list nature / type of sales): \_\_\_\_\_

TYPE OF REQUEST (check only one):

\_\_\_\_\_ Change of Use, (e.g. retail to office) (Fee #1), or

\_\_\_\_\_ Change of Occupancy (excluding change of proprietor of a continuing business enterprise)  
(retail to retail, excluding chain stores) (Fee #2), or

\_\_\_\_\_ Use/occupancy Clearance if Conditional Use Permit is required or occupancy of a new secondary dwelling unit (no fee)

3. PROPERTY OWNER:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

*I hereby certify that as the property owner I authorize the filing of this application. I understand that pursuant to the Town of Los Gatos Municipal Code, conditions of approval are binding upon both the applicant and property owner(s).*

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
(or copy of signed lease agreement)

4. APPLICANT: (If same as above, check here \_\_\_\_\_ )

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

*I hereby certify under penalty of perjury that all application materials and plans are true and correct.*

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY:**

- Planning
  - Building
  - Engineering
  - Fire Marshall
  - Environmental Health Services
  - Other
- APPROVED       DENIED

Please recommend approval or denial for the proposed use. If you should deny the application, indicate the reason(s) in the comment section below. Return the application to the Counter Technician.

<b>CHANGE OF USE</b>	
CUO1 / PLPERMIT	\$299.00
CUO1 / PLTRACK	11.96
CUO1 / PLANAP	29.90
<b>TOTAL FEE</b>	<b>\$340.86</b>

<b>CHANGE OF OCCUPANCY</b>	
CUO2 / PLPERMIT	\$ 146.00
CUO2 / PLTRACK	5.84
CUO2 / PLANAP	14.60
<b>TOTAL FEE</b>	<b>\$166.44</b>

**COMMENTS:**

\_\_\_\_\_

**TOWN OF LOS GATOS  
USE & OCCUPANCY PERMIT  
APPLICANT SUBMITTAL CHECKLIST**

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Name of Applicant: \_\_\_\_\_

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

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Section 29.20.060 Certificate of Use and Occupancy

A Certificate of Use and Occupancy is required:

- 1) Before occupancy of any new building or commencement of any activity when Architecture and Site Approval or a Conditional Use Permit is required for either.
- 2) Before any change of occupancy of land or buildings other than a change in residents of a dwelling or proprietors of a continuing business enterprise.
- 3) To signify compliance with the terms of a secondary dwelling unit.

**NOTE TO APPLICANTS:**

A Planning application must include certain minimum information before a project will be accepted as complete and processed for review as the submittal begins a legal time limit. The applicant is responsible for submitting the information listed below as determined by Community Development Department. All information, including plans, must be clear, legible and easily readable. Incomplete, inaccurate or illegible information will not be accepted and will delay processing your application.

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**Checklist**

- 1) \_\_\_\_\_ COMPLETED APPLICATION FORM - Form must include the signature of the property owner(s) or property manager. A signed rental/lease agreement may be substituted for the signature.
- 2) \_\_\_\_\_ SITE PLAN - A plan indicating the site location, site dimensions, access, business location on site, fencing information (if necessary for seasonal sales), and sign location. The Planning Department prefers an 8 ½" by 11" or 11" by 17" format.
- 3) \_\_\_\_\_ PHOTOS OF PROPERTY - Photos of the site from each side.
- 4) \_\_\_\_\_ SIGN APPLICATION/SIGN ELEVATION - If a permanent or temporary sign is to be erected on site a completed sign application with appropriate fees and sign information should be submitted.
- 5) \_\_\_\_\_ BUILDING/ELECTRICAL/MECHANICAL PERMITS - If required for tenant improvements or temporary facilities in the case of seasonal sales.
- 6) \_\_\_\_\_ APPLICATION FEE - Fee for proposed application based on Planning Fee schedule.
- 7) \_\_\_\_\_ HOLD HARMLESS AGREEMENT - Necessary only for Town owned property.

Please note: The information contained in this application is considered part of the public record. Therefore, it will appear in both the public record file for the site address, which is available upon request, and on the permitting system on the official Town of Los Gatos website at [www.losgatosca.gov](http://www.losgatosca.gov).