



OPENING A NEW BUSINESS IN SAN JACINTO (NON HOME OCCUPANCY)

Welcome to the City of San Jacinto Development Services Office. To assist you, we have outlined below the basic procedures for obtaining City approval to open a new business, transfer ownership or relocate an existing business.

Step 1:

Complete the City's Certificate of Occupancy application and return it to the Planning Division for review. As a part of this review, you need to talk to one of our planning staff members.

Step 2:

Set up an inspection of the premises with the Building Department. Call 24 hours in advance of the inspection date you want at (951) 487-7330. If the inspector writes a **NOTICE TO CORRECT**, make the necessary corrections, and then call for a reinspection. After the building inspector has inspected your building area and signed off your Certificate of Occupancy paperwork, you can apply for your business license and move to step 3.

Step 3:

If you need to file for a fictitious business name, you may obtain this form from one of the local newspapers. (Press-Enterprise at (800) 880-0345 or go to <http://www.pe.com/classifieds/legalnotices/> to download the form) Bring a copy of the application to the City Administration Office along with your business license application, showing proof that you filed with the newspaper. You do not need to wait for the legal ad to run.

Step 4:

To do business in San Jacinto, a business license is required. Applications are available at the City's Administrative Office, 595 S. San Jacinto Ave. A State Board of Equalization number, workers' compensation and contractor's license and expiration date may be required as a part of your business license application. To determine whether you need a State Board of Equalization number, contact their office at their Toll-free number: (800) 400-7115.

Step 5:

Call for an inspection again when the business is completely set up with all of the operating equipment (desks, mechanical equipment, etc.) installed. The occupancy inspection is done by the **BUILDING DEPARTMENT OR BUILDING & FIRE DEPARTMENT**, depending on the type of occupancy. Please call (951) 487-7330, 24 hours in advance of the requested inspection date. The information that you will be asked is:

1. NAME OF THE PERSON REQUESTING INSPECTION
2. BUSINESS NAME
3. BUSINESS ADDRESS
4. PHONE NUMBER
5. TIME SOMEONE CAN BE REACHED TO SET UP AN APPOINTMENT FOR THE INSPECTION?

The Fire Department may need to inspect your facility. If necessary, the Building Department will direct you to contact the Fire Department for their inspection. Fire Department inspections may be scheduled by calling the Riverside County Fire Department – Fire Protection Planning (formerly Planning and Engineering) at (951) 955-4777.

In preparation for this inspection by the Fire Department, as well as to assure a safe and fire hazard free environment for you, your employees and your customers, the following regulations need to be met. We provide the following information to assist you in completing the City of San Jacinto approval process as soon as possible.

FIRE EXTINGUISHER

All extinguishers must be in place, and securely mounted on a wall 3 feet to 5 feet off the floor. Travel distance cannot exceed 75 feet to any fire extinguisher within the structure. As a rule of thumb, one extinguisher is required for every 3000 sq. ft. of floor area.

Each fire extinguisher must have a current State Fire Marshall annual service tag or must be within its first year since purchase (it must be accompanied with a receipt or proof of purchase date).

EXITS

All exits must be free from obstructions and be unlocked during business hours. Exit signs required over all exits with letters at least three-quarter inches (3/4”) wide and six inches (6”) high.

HOUSEKEEPING

Buildings shall be maintained in good repair. Basements, floors, closets, attics and similar places shall be kept free from combustible litter or rubbish. Storage is not permitted in boiler rooms, mechanical rooms, electrical panel rooms, exits, passageways, stairways, corridors, etc.

ELECTRICAL

Extension cords are prohibited in place of fixed wiring. Faulty or hazardous wiring is prohibited.

NOTE:

All Certificates of Occupancy applications are good for **180** days.

Applicants that have NOT obtained all of the required inspections and approvals must reapply.

Without the Certificate of Occupancy and business license, the Building Department Division will not allow your business to operate until all the required approvals are obtained.

**Planning, Building (951) 487-7330
595 S. San Jacinto Ave.
Building "A"
San Jacinto, CA 92583**

**THANK YOU FOR YOUR INTEREST
IN THE CITY OF SAN JACINTO**

WE HOPE YOUR BUSINESS IS PROSPEROUS
