



**CITY OF RANCHO MIRAGE**  
**DEVELOPMENT SERVICES**  
 PLANNING DIVISION  
 69-825 Highway 111, Rancho Mirage, CA 92270  
 Phone: 760.328.2266

**(For City Use Only)**

APN: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Ordinance 860:  Yes  No  
 No. of Required Parking Spaces: \_\_\_\_\_  
 Filing Fee: **\$ 53**  
 U: \_\_\_\_\_

**USE & OCCUPANCY APPLICATION**

Submittal of a Use & Occupancy Application is the first step in the process to obtain a business license for those who wish to occupy a physical location in the City. A Use & Occupancy application is also required for existing businesses that wish to move locations, change ownership, change business name, or establish additional locations in the City. A Certificate of Occupancy shall not be issued until the requirements and conditions of affected Divisions/Agencies have been completed.

**TO BE COMPLETED BY APPLICANT**

New Business  New Location  New Owner(s)  
 Additional Business  New Construction and/or Tenant Improvements  
 Estimated Open Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**\*\*\* An email is required. All communication will be via email. \*\*\***

**BUILDING OWNER INFORMATION**

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**BUSINESS INFORMATION**

Name of Business: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Suite Number: \_\_\_\_\_  
 Space formerly occupied by  or Business sharing space with : \_\_\_\_\_  
 Detailed description of proposed use of building or land: \_\_\_\_\_

**Square feet of space used for business operation\*:** \_\_\_\_\_  
 \*If you are sharing space with an existing business, enter total square feet of present business above and the amount of square feet you will occupying: \_\_\_\_\_  
 Total Number of Employees: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_  
 Hours of Operation: \_\_\_\_\_ Days of Week: \_\_\_\_\_

*"I declare that this application has been examined by me and, to the best of my knowledge and belief, is a true, correct and complete statement of facts."*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: Driver's License No.: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: Date: \_\_\_\_\_ Date: \_\_\_\_\_



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### USE & OCCUPANCY APPLICATION PROCESS

#### ATTENTION BUSINESS LICENSE APPLICANT:

Rancho Mirage Municipal Code Section 5.04.110 prohibits you from conducting business until a Certificate of Occupancy is issued and your Business License payment received. Please note that business names are required to be registered through the county and/or state prior to obtaining your City business license.

**The Use & Occupancy application process may take up to 2 weeks to process.**

There are up to five reviews and/or inspections that may be required to obtain approval of this application. The application process begins with the Planning Division.

1.	Complete the Use & Occupancy Application, sign, date and submit the original copy and payment* to the Planning Division for review and processing.	
It will then be your responsibility to contact the following agencies/divisions to schedule on-site inspections. Once all inspections have been completed, a Certificate of Occupancy will be issued by the Building & Safety Division.		
2.	Riverside County Fire Department <b>*** <u>Once you've been notified that Fire has approved your inspection, you may contact the Building &amp; Safety Division.</u> ***</b>	(760) 324-4511
3.	Riverside County Environmental Health <b>(only applicable if application is for food service or other related permits)</b>	(760) 320-1048
5.	Building & Safety Division	(760) 202-9253

\*Exact cash or check are the only forms of payment the Planning Division can accept.

When the Certificate of Occupancy has been issued by the Building & Safety Division, you will be notified by the Finance Division, at which time you can apply for a City Business License. Upon payment of your City Business License you will receive a Business License Certificate and your Certificate of Occupancy.