



TOWN OF APPLE VALLEY

Certificate of Occupancy

**APPLICATION PROCESSING FEE IS \$198.92-Make check payable to Town of Apple Valley
(Fire Inspection Fee of \$70.00-Make check payable to AVFPD)**

**A VALID CERTIFICATE OF OCCUPANCY AND TOWN BUSINESS LICENSE IS
REQUIRED BEFORE OCCUPYING ANY NON-RESIDENTIAL BUILDING**

This application must be completed for all non-residential users, including business relocation and/or change of ownership. Completion of this application IS NOT an authorization to alter or occupy the premises.

PRINT LEGIBLY

Business Name: _____

Business Address: _____ Unit # _____

Business Description: _____ Prior Use: _____

Business Owner: _____ Tel. #: _____

Mailing Address: _____

Emergency Contact & Tel. #: _____

Building Owner & Tel. #: _____

Business Owner's Signature: _____ Date: _____

I certify that I have read this application and the information provide is correct. I agree to comply with all State, Town and County laws and ordinances relating to this application and subsequent approval of permits or Certificates of Occupancy.


Change of Owner Only: Y or N Making Tenant Improvements: Y or N

Sq. Ft. of Leased space: _____ Fire Sprinklers: Y or N Fire Alarm: Y or N

Does business require outside storage and/or operations: Y or N Explain and provide diagram: _____

Does business use hazardous and/or toxic materials: Y or N Explain: _____

ALL APPLICANTS MUST SUPPLY THE FOLLOWING:

- An inside floor plan indicating where all windows, doors, equipment, furniture, etc., are. If business requires machinery, also indicate location.
- A site plan of the parking lot showing all regular and  spaces.

☞ OFFICE USE ONLY ☞

APPROVALS

OCC CODE	DEPARTMENT	SIGNATURE OR COMMENTS	DATE
	PUBLIC WORKS		
	PLANNING		
	FINANCE		
	AVFPD		
	MDAQMD		
	EHS		

For your convenience, we provided the following names and phone numbers of the town departments and other agencies that **MAY BE** involved in the approval of your project.

Town of Apple Valley
14955 Dale Evans Parkway
Apple Valley, CA 92307
(760) 240-7000

Environmental Health Services
14000 Smoketree Road
Hesperia, CA 92345
(800) 442-2283

Town of Apple Valley
Public Works Department
(760) 240-7500

****County of San Bernardino Fire Dept.**
Hazardous Material Division
620 South "E" Street
San Bernardino, CA 92415
(909) 386-8401

Town of Apple Valley
Engineering Department
(760) 240-7000 Ext. 7013

MDAQMD-Mojave Desert Air Quality
Management Division
14306 Park Avenue
Victorville, CA 92392
(760) 245-1661

Town of Apple Valley
Building & Safety Department
(760) 240-7000 Ext. 7014

Apple Valley Fire Protection District
22400 Headquarters Drive
Apple Valley, CA 92307
(760) 247-7618

****Section 65850.2** of the California Government Code requires businesses that handle hazardous material "at the California threshold reporting quantities" to file a "hazardous materials response business plan and inventory" with the local administering authority. If your business requires handling of any quantities of hazardous materials and/or you are not sure if you are required to file, contact the local administering authority identified above (San Bernardino County Fire Department, Hazardous Materials Division, (800) 645-9228). The Government Code prohibits a city or county from issuing a final certificate of occupancy unless these reporting requirements have been met.

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

BRAD POIRIEZ, EXECUTIVE DIRECTOR
 14306 Park Avenue, Victorville, CA 92392-2310
 760.245.1661 • Fax 760.245.2022
 Email: engineering@mdaqmd.ca.gov
www.MDAQMD.ca.gov • @MDAQMD



APPLICATION FOR MDAQMD CLEARANCE

Certificate of Occupancy/ Building Permit

(Residential projects exempt)

Applicant seeking clearance for:

Building Permit (not for demolition/renovation or asbestos permits)

Certificate of Occupancy (only if no prior building permit or there is a change in use)

BUSINESS NAME:	CONTACT NAME:	PHONE:	
MAILING ADDRESS:	CITY:	STATE:	ZIP:
FACILITY ADDRESS:	CITY:	STATE:	ZIP:
NATURE OF BUSINESS (i.e. dry cleaner, gasoline dispensing, office, etc.):			

1. Will the subject facility use any of the equipment/processes listed in the air permit categories on the back of this document, or any other process that has the potential to emit or control air contaminants — Rule 201?

YES NO

**If YES: You must complete an application for an AQMD Permit. Applications can be obtained at our website, in person at our office or by contacting us by phone or email. (Contact and location information at the top of this page.)*

2. Will the subject facility be located within 1,000 feet of a school (measured outer boundary to outer boundary) - H&S Code 42301.6?

YES NO **If NO: Proceed to Item 5 (Skip items 3 and 4)*

3. Will the subject facility have the potential to emit hazardous air contaminants, such as solvents, thinners, pesticides, gasoline, dip tank solutions, dust, mist, vapor, resin, or others (complete list available on request)?

YES NO **If NO: Proceed to Item 5 (Skip item 4)*

4. Attach a list of substances to be used at the subject facility and include a plot plan. The plot plan must include the distance from the outer boundary to the outer boundary of the nearest school.

5. **I DECLARE UNDER PENALTY OF PERJURY** under the laws of the State of California that the foregoing is true and correct to the best of my knowledge.

 Signature of owner or authorized agent

 Date of signature

-For District use only-

DATE RECEIVED	AUTHORIZED DISTRICT SIGNATURE	DATE SIGNED
	<input type="checkbox"/> Building Permit <input type="checkbox"/> Certificate of Occupancy	
	LOCAL AGENCY _____	

Permit Categories

All businesses require clearance from the **MDAQMD** before obtaining a Certificate of Occupancy or Building Permit.

Cannabis Cultivation

- Oil Extraction Activities
- Odor Control Devices
- Supplemental Generator Power

Chemicals

- Organic Gas Sterilizers
- Acid Chemical Milling
- Can and Coil Manufacturing
- Evaporators, Dryers, and Stills
- Processing Organic Minerals
- Dry Chemical Mixing
- Detergent Spray Towers
- Bulk Dry Chemical Storage

Coatings and Surface Preparation

- Abrasive Blasting Equipment
- Coating and painting
- Plasma Arc and Ceramic Deposition
- Spray Booths
- Paint, Stain, and Ink Manufacturing

Combustion

- Generators
- Piston Internal Combustion Engines
- Gas Turbines and Turbine Test Cells and Stands
- Incinerators and Crematories
- Burn Out Ovens
- Core Ovens

Food

- Smokehouses
- Feed and Grain Mills
- Coffee Roasters
- Feed and Grain Mills
- Bulk Flour and Powdered Sugar Storage

Metal Melting Devices

- Oil Quenching and Salt Baths
- Hot Dip Galvanizing
- Precious Metals Refining
- Chrome Plating
- Chromic Acid Anodizing

Rock and Mineral

- Hot Asphalt and Batch Plants
- Sand, Rock, and Aggregate Plant
- Concrete Batch, CTB, Concrete Mixers and Silos
- Brick Manufacturing

Solvent Use

- Vapor and Cold Degreasing
- Dry Cleaning
- Solvent and Extract Dryers

Other

- Asphalt Roofing Tankers
- Gasoline and Alcohol Fuel Dispensing
- Reverse Osmosis Membrane Manufacturing
- Aqueous Waste Neutralization
- Brake Debonders
- Bulk Grain and Dry Chemical Transfer and Storage
- Rubber Mixers
- Landfill Gas Fare Recovery Systems
- Waste Disposal and Reclamation Units
- Asphalt Pavement Heaters
- Ceramic Slip Casting
- Perlite Processing
- Oil Field Production
- Storage of Organic Liquids
- Organic Compound Marketing (gasoline, etc.)
- Gasoline and Alcohol Bulk Plants and Terminals
- Intermediate Refuelers

NOTE: Other equipment/processes not listed here may require an **MDAQMD** permit if they have the potential of emitting air contaminants. For more information, contact the Permitting Section at 760.245.1661 or engineering@mdaqmd.ca.gov.

If you install or operate equipment without a permit, you may be subject to legal action and penalties of up to \$25,000 for each day of violation.