



CITY OF ATASCADERO

COMMUNITY DEVELOPMENT DEPARTMENT

PHONE: 805-461-5035 * FAX: 805-461-7612

6500 PALMA AVE. * ATASCADERO, CA 93422

Opening a Business in Atascadero -

The City of Atascadero is THE place to be for businesses of all sizes, from international corporations to the smallest startups. We want your business opening to go quickly and smoothly. If you are unfamiliar with the appropriate procedures, our Development staff will guide you through the required development plans, permits and approvals. We're here to help, please call us at 805-461-5035 when you need any assistance with the process.

We hope that the information listed below helps to get your project off to a great start!

Economic Development Officer Service -

This service is free service for all residential and nonresidential development customers. We'll have a staff member assigned as your primary point of contact who will assist you throughout the life of your project submittal/review/approval process. Our Planning and Building staff have expertise in the areas of planning, zoning, permitting, building code and inspections. You will work closely with all City staff members involved in the development process.

Before Buying Property or Signing a Lease, Obtain a Zoning Verification Letter -

Be sure to request a Zoning Verification Letter to ensure that the property you're considering meets City requirements and is zoned for your intended use. This formal letter outlines allowed uses, environmental factors, open zoning violations, and more. There is a fee and processing could take up to two weeks.

The Permit Application -

Include the following documents with your permit application:

- A Site Plan.
- A complete and accurate scope of work.
- A floor plan of the space to be occupied, drawn to scale, showing and identifying each room, bathrooms, doorways, exits, reception areas, etc.
- An overall building plan, drawn to scale, clearly identify the name, address, and type of business for each tenant space.
- Some businesses, such as food services and certain day care facilities, will require Health Department approvals.

Call to schedule an intake appointment with the City's Building and Planning Department. This is a cursory review to ensure the plans include details and support documents required for a complete plan review. Also, please be aware that a Sign Permit from the City is required before any temporary or permanent temporary signage may be installed. Building and Planning staff will be happy to assist you with the process.



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Locating in a New or Renovated Building –

A permit is required prior to construction of a new building or permanent fixture alterations to an existing building. Changes including landscaping, parking, awnings, lighting, building colors, etc. may be required to have Design Review Committee approval. Apply for a Commercial Building permit after your Development Plans are approved, and before you begin construction or renovations, inside or outside. Be sure to include the following documents with your permit application:

- A floor plan of the space to be occupied, drawn to scale, showing and identifying each room, bathrooms, doorways, exits, reception areas, etc.
- An overall building plan, drawn to scale, clearly identify the name, address, and type of business for each tenant space.
- Food services, certain day care facilities and other required services will need to include submitting plans to County Health for approval.
- Remember that a Sign Permit is required before you install a permanent or temporary sign. Many non-residential developments have approved master plans - examples that set parameters for the size, location and design of signs on property.

Locating a New Tenant in an Existing Building with No Changes to the Property or Space -

A Commercial Building Permit is required whenever a new tenant moves into a space requiring a change of building occupancy.

- Change of Occupancy: moving into a space previously approved for a different type of building code occupancy. An example would be converting an office space to a restaurant. This change in use may trigger required alterations for Code compliance. On the other hand, typically a change of tenant will only require business license approval.
- Change of Tenant: moving into a space previously approved for the same building occupancy type, such as office use to office use.

Opening a Restaurant-

Check that the proposed location is zoned for restaurant use and has the minimum number of required parking spaces. Many areas of the downtown do not require any off-street parking. Plans need to be drawn to scale and must include mechanical, electrical, and plumbing information. These documents will be submitted with a building permit application to the City for review, and separately to the County Environmental Health Services Division. All tenant improvements for areas used by customers will need to be brought to current accessibility standards. Site improvements for accessibility will be required for sites that do not meet current accessibility requirements; however, for most projects these improvements are limited by code to those requirements that can be done for a cost *not* to exceed 20% of the cost of the tenant improvement work.

Additionally:



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- A Type I hood system ducted to the exterior of the building with a fire suppression system and a make-up air system is required above cooking appliances that produce grease vapors. A mechanical contractor can provide an accurate estimate for a specific project.
- A Type II hood system is required for cooking or equipment operations that produce steam, heat and products of combustion where grease and smoke is not present.
- A floor sink or other approved receptor is required for indirect wastewater from dishwashing sinks, food prep sinks, ice machines, and refrigeration equipment that is not allowed to be directly connected to waste plumbing.
- A Grease Interceptor is required for waste systems that produce grease-laden waste (fat, oil and grease) in areas where food is prepared.
- Washable wall, floor, and ceiling surfaces are required in certain areas of restaurant facilities.

After the Permit is Issued -

Any necessary progressive building and fire inspections will need to be completed and approved before the Certificate of Occupancy can be issued, and before employees or members of the public are allowed to use the building.

Locating a Business in Your Home –

Home based businesses are permitted in most residential zoning districts and sometimes require approval of an Accessory Use Permit. Please contact one of our City planners if you have any questions about a certain use in your residential zone, or what type of businesses are allowed.

How to Obtain a Business License –

You can obtain an application for a City business license in person at City Hall, located at 6500 Palma Ave., Atascadero; Monday through Friday, 8:30 a.m. to 4:30 p.m., or via our website at www.atascadero.org to print the forms (we currently do not accept electronic submittals of business license applications). From the home page on the City's website, follow the "I want to"/"Apply for"/"Business License" options to take you to the general Business License Information Packet, application form and more. The information found on this page of the website will answer many of your questions about applying for a business license. The City accepts cash and check for payment of business licenses. Please call us at 805-461-5035 with any questions.

How to Obtain an ABC (Alcohol Beverage Control) License -

Please visit www.abc.ca.gov for additional information. The local ABC office is located at 3220 Higuera Street #233, San Luis Obispo, CA 93401. ABC's local phone number is 805-543-7183.

And remember, we're here to help! Please call us at 805-461-5035 when you need any assistance with the process.