# CITY OF CITRUS HEIGHTS

**BUILDING & SAFETY DIVISION**
6360 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-4760
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## Policy for Temporary Occupancy for Seasonal Retail Businesses

These guidelines have been developed to clarify the requirements for moving a temporary or seasonal business into an existing commercial space. These guidelines only apply for temporary or seasonal business moving into an existing retail (M) or a business (B) occupancy with an occupant load of 49 or less total occupants.

### Submittal and Permit Issuance:

- A submittal for a minor plan review, issuance of a building permit, and inspection of the proposed space is required for all temporary or seasonal businesses, *before they can legally open for business*.
- Submittal for review must be made a *minimum of 2 weeks prior to planned opening of the space*.
- The Building and Safety Division will review the plan for exiting, fire & life-safety, and accessibility.
- A Business License will be required.
- Approval from the Sacramento Metropolitan Fire District (Metro Fire) is also required prior to opening the business.

**Requirements of the City Building &Safety Division, submitted electronically:**

- Plans Required (cover sheet, site plan and floor plan can be combined provided plan remains clear and legible):
    - Cover Sheet with the following:
        - Address of space, including suite number.
        - Applicant information.
        - Property owner information (phone number, address, email).
        - Detailed scope of work.
        - Type of business.
        - Duration of time business is to be open (show specific dates)
        - Square footage of space by Occupancy Use.
    - Site plan:
        - Fully Dimensioned (drawn to scale if possible, ¼“ = 1foot).
        - Shown building footprint.
        - Accessible parking areas.
        - Path of travel from accessible parking to front entrance of tenant space.
    - Floor plan of project space:
        - Include door and aisle widths, location of exit signage.
        - Shelf and racking heights:
            - Movable storage racking under 5’9” will not require engineering or seismic support.
            - All fixed racking or racking exceeding 5’9” will require engineering.
            - Racking exceeding 8’ will require fire district approval.
        - Bathroom accessible features and room dimensions.
        - Any work needed to accommodate business.
        - **Minimum intent to comply with California accessibility codes is required.**

**Requirements of the City Planning Department:**

- Provide a site plan:
  - Include address of space.
  - Property owner information (phone number, address, email).
  - Detailed scope of work.
  - Type of business.
  - Square footage of space by Occupancy Use.
  - Accessible path of travel to parking.
  - Include Banners or Signs (may require separate permit).

**Requirements of Metro Fire:**

- Metro Fire requires a separate plan submittal and will issue a separate permit. The building permit from the City will not be issued until approval from Metro Fire is obtained. Metro Fire Permit and Submittal requirements can be found at www.metrofire.ca.us/construction.

**Requirements for a City Business License:**

- A City Business License is required prior to issuance of the building permit, and opening of the business. City Business Licenses can be found here: https://citrusheights.net/184/Business-Licenses.

## Inspections and Occupancy:

Once all approvals are given, a permit will be issued by both the Building & Safety Division, and Metro Fire. Once the permits are issued, you will need to schedule and pass inspections from both agencies prior to opening to the public.

Once all inspections are complete, the Building & Safety Division will issue a Temporary Certificate of Occupancy (TCO) for the duration of the business being open. On the day after the expiration of the TCO, utilities will be discontinued from the vacant tenant space.

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City of Citrus Heights
Building & Safety Division