



CITY OF GUSTINE

PO BOX 16 - 352 Fifth Street, Gustine, CA 95322
Phone: (209) 854-6471 www.cityofgustine.com

INFORMATIONAL:
SITE SELECTION AND
REQUIREMENTS

BUSINESS SITE REQUIREMENTS AND INSPECTIONS

The safety of you and your customers is of utmost importance to the City of Gustine. If you will be conducting business with the public at a site in Gustine, the City must *first* clear your site through an inspection process. The City will issue a license to a storefront only after inspections are clear.

Suitability of the Site- Existing Buildings

As the first step in clearing a site, the City requires that the site go through a Zoning review by City planners. The City recommends that you complete this step PRIOR TO PURCHASING A PROPERTY OR SIGNING A LEASE AGREEMENT for the building.

When selecting a site, keep in mind that the City will look at permissible activities within the zoning of your proposed site. Certain types of businesses may require Planning Commission review or action and the City can outline this for you from the information you provide on your tentative application. To start the process, complete all Business License applications fully and visit City Hall to pay the Zoning review fee and start the process.

Construction of new Commercial Buildings

It is essential that you visit City Hall early in the process if you intend to build a new business site. The City strongly advises against buying a lot on speculation of a new business at that site without completing due diligence to include meeting with City Planners and Building prior to your purchase. The City *cannot* guarantee approval of a project ahead of time and without paperwork and fees, but early meetings will provide valuable preliminary information to inform your decision-making.

Inspections Following Zoning Approval

Once your business has cleared Zoning review, you may schedule additional inspections as required by the City, including Building, Fire and Police personnel visiting the site. Set your floor plan up in the same way it will operate and then call for inspections. Inspectors must see the premises as it will operate once doors are open to the public.

Changes after inspection

If at a later time following inspection or opening you intend to make any significant changes to the layout or the building, you need to contact the Building Department to check if additional permits and/or inspections are required.

Other Inspections & Licenses

As a condition of City business licenses, establishments must maintain all licenses, permits and certificates required by the County of Merced, the State of California and the federal government. You must present to the City, as a condition of issuing the license, proof that you have obtained the required documents, including passing any required inspections.

As an example, if you are serving food, you must pass inspection by the County of Merced and have a valid Health Permit. The business owner must obtain the inspection and permit directly from the County of Merced.

CHECKLIST FOR BUILDING INSPECTIONS FOR A BUSINESS LICENSE

Business License Inspection Checklist- Building and Fire Departments

The City of Gustine requires successful inspection of buildings prior to the start of business. Below is a general list of items the City of Gustine Building Division and Fire Department look for during these building inspections.

The below are general guidelines provided for your reference only and are not meant to be inclusive of all requirements.

- Your building address must be clearly visible from the street, including the suite number or letter printed above or on the main entrance door.
- A fire extinguisher 2-A 10BC (minimum size) mounted no higher than 5 feet on a clearly identifiable wall with an identifying sign mounted above. One extinguisher is required for every 3,000 square feet and/or every 75 feet of travel.
- There shall be no holes or open areas permitted in walls, ceilings, floors, or ceiling tiles. In addition ceiling tiles must be in place as designed.
- Sites cannot use extension cords. If a business needs to extend power to a location, the business owner may use an approved surge protector. If this is not of sufficient length to reach the desired location, a new receptacle needs to be installed. A permit is required for all new proposed electrical work.
- GFCI receptacles are required in all bathrooms and within 6 feet of any water source.
- All electrical outlets and panels must have cover plates. All knock outs must be covered (no tape) and no wiring may be exposed. The area in front of the electrical panel (breaker box) must remain clear at all times.
- Exit signs must be installed over rear doors that exit directly to the exterior of the building (illuminated signs are not required unless your type of business requires them). Exit doors and paths must be clear at all times. Doubled-keyed cylinder locks are not permitted for required exit doors.
- On doors without panic hardware, there must be a sign over the front entrance door that reads, "DOOR TO REMAIN UNLOCKED WHEN SPACE IS OCCUPIED."
- If your business is considered a place of assembly (50 or more person occupancy), there may be additional requirements. In such cases, the Building Division will determine these requirements.

*IF YOU HAVE ANY QUESTIONS, CONTACT THE
BUILDING DEPARTMENT AT (209) 854-6471.*