



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

P.O. Box 1609, Mammoth Lakes, CA 93546

Phone: (760) 965-3630 Fax: (760) 934-7493

www.townofmammothlakes.ca.gov

INCREASE IN OCCUPANCY APPLICATION

Business Tax Certificate # _____

Property Owner _____

Mailing Address (property owner) _____

E-Mail Address (property owner) _____

Phone Number (property owner) _____

Street Address for Residential Unit _____

Assessor Parcel Number _____

Current occupancy allowed _____

Increase Requested _____

Occupancy Increase Request Description:

All applications for an Increase in Occupancy must be accompanied by the following information:

ALL APPLICATIONS MUST INCLUDE:

- Completed application form
- Signature of property owner
- Floor plan (may be hand drawn) including:
 - o All rooms clearly labeled
 - o Sleeping accommodations identified i.e., king bed, bunk bed, queen sleeper sofa, etc.
 - o Parking areas (identify the location and total number of parking spaces available for the exclusive use of the occupants of the residential unit).
- Photos, including:
 - o Sleeping accommodations
 - o Designated parking areas
- Inspection report required for residential units with a loft area used for sleeping accommodation.

Property Owner's Signature: _____ Date: _____

All requests should be submitted directly to Sandra Moberly, Community and Economic Development Manager either in person or via email at smoberly@townofmammothlakes.ca.gov . For questions please contact Sandra Moberly at (760) 965-3630 ext. 3633.