



City of Pico Rivera
Community & Economic Development Department
Certificate of Occupancy Application Checklist

- ❑ **Check with Planning Division to ensure the proposed business is permitted at the subject address.**
- ❑ **Complete a Certificate of Occupancy Application.**
- ❑ **A Certificate of Occupancy application will not be approved until:**
 - Approval of all required City divisions are secured.
 - Fire Department approval is submitted to City.
 - Building Division approves type of occupancy. Must conform to Section 110 of P.R.M.C. Chapter 15.08.
 - L.A. County Health Department approval is submitted to City. Health Department approval is necessary when there is any handling of food products.
 - Business License is paid. *Note: Payment of business license does not allow you to start your business. You must obtain an approved Certificate of Occupancy.*
- ❑ **Los Angeles Fire Department “Notice to Prospective Businesses: Statement of Intended Uses”**
 - Form to be submitted to the Fire Prevention Division located in the City of Industry.
 - Applicant to schedule an on-site inspection with the L.A. County Fire Prevention Division (626) 336-6950.
 - Return the original, approved/stamped, and signed form to the City.
 - See Fire Department Inspection Guidelines for more information.
- ❑ **If L.A. County Health Department approval is required: (323) 780-2272.**
 - A copy of the approved permit issued by the Health Department must be submitted to the City. An inspection by the Health Department may be required.
- ❑ **South Coast Air Quality Management District (AQMD) “Air Quality Permit Checklist” (909) 396-3529**
 - Form to be completed and submitted to City. If clearance from AQMD is required submit form and clearance letter to the City once it is obtained.
- ❑ **You must request a Building Division Certificate of Occupancy inspection call (562) 801-4360.** Inspections may be scheduled three (3) days after making the initial request and are available in the am (8 am to 12 pm) or pm (1pm to 4 pm).
 - Prior to inspection, applicant is to prepare tenant space as if ready to conduct business (move in furniture, equipment, merchandise, etc).
 - Any tenant improvements made to the facility may require a building permit. Tenant improvements include partition construction/ removal, storage racks, modifications to ceiling system, plumbing/electrical/mechanical work, etc. Demolition work requires a separate building permit.
 - All final inspections for Building Permits must be completed prior to Certificate of Occupancy approval.
 - *Note: Business is **NOT** permitted to be conducted until Certificate of Occupancy applications have been approved by all applicable departments/divisions and/or agencies.*
 - Ensure that someone is present on the day of inspection to allow entry to inspector.
 - If premises do not pass inspection, the applicant and/or property owner shall be responsible for resolving all corrections and scheduling additional inspections before approval can be issued.
- ❑ **You must notify the City of a change of ownership, business name, or change of occupancy. Fees Apply.**
 - Business incorporation/forming a partnership/limited liability company/adding or subtracting partners requires a new Certificate of Occupancy and a new Business License. Fees Apply.
 - Change of business name or change of owner’s name due to marriage/divorce/legal name change requires a letter stating change and revision to the existing Certificate of Occupancy (no fee) and a new Business License (fee applies).
 - Subleasing/subdividing/relocation requires a new Certificate of Occupancy and a new Business License. Fees Apply.
- ❑ **Termination of Business**
 - Should you terminate your business, termination of business must be reported to Business License Division.

Note: This checklist provides the general guidelines for approval of the Business License and Certificate of Occupancy. Please review the entire Business License and Certificate of Occupancy package for detailed information.



The City of Pico Rivera is committed to assisting you through the Certificate of Occupancy/Business License review process.

❖ Within 30 days of filing the Certificate of Occupancy application you will receive the following:

- **An official Business License; or**
- **Written notification from the Building Division advising you of any outstanding information needed to process your application.**

❖ To ensure expedient processing, please provide complete information on the attached application indicating the following:

Industrial Uses

- Gross square footage of building
- Number of existing parking spaces
- Number of existing loading spaces
- Number employees
- Hours of operation/days of week
- Brief business operation description
- Outside storage description and location of storage

Commercial Uses

- Gross square footage of building
- Number of employees
- Hours of operation/days of week
- Brief business operation description

❖ As part of the review process, the Planning Division will also conduct a site inspection to determine if the following improvements would be required:

Industrial Uses

- Relandscaping of existing planters
- Block wall screening to conceal approved outside storage from public right-of-way and non-industrial zones properties.
- Compliance to required parking and loading space provisions

Commercial Uses

- Relandscaping of existing planters

❖ If interior construction improvements are proposed, floor plans must be submitted and approved by the Building Division prior to occupancy.

❖ If you intend to install industrial equipment, contact the Building Division for applicable requirements prior to installation.

Thank you for choosing to be a part of the Pico Rivera Community!

City of Pico Rivera
Certificate of Occupancy Application
Community Development Department
6615 Passons Blvd. Pico Rivera, CA 90660 – Tel: (562) 801-4360

Type of Application:

<input type="checkbox"/> New Business	<input type="checkbox"/> Change of Business Ownership	<input type="checkbox"/> Construction Completion
Business Address:		Building Permit No:
Business Name or Occupant:		Business Phone:
Home Office Address if different from above:		Home Office Phone:
Business Owner and Address:		Phone:
Building Owner and Address:		Phone:
Type Of Business:		
Describe Exact Use, including number of employees, business hours, days of week and square footage of building:		
Previous use of Building:	Type of flammable or explosive liquids to be used if any:	
I certify that I have read the statements contained in this application; that they are true and correct, and that I make this statement under penalty of perjury.		
Dated this _____ day of _____, 20____ in the City of Pico Rivera, State of California		
Signature of Applicant:	Print Applicant's name:	

FOR DEPARTMENTAL USE ONLY				
Property Zone Designation:	Building Occupancy Group:			
Redevelopment:	Date	Approved	Denied	By
Planning:	Date	Approved	Denied	By
Public Works:	Date	Approved	Denied	By
Revenue/Bus. License:	Date	Approved	Denied	By
Fire Dept:	Date	Approved	Denied	By
Health Dept:	Date	Approved	Denied	By
Building:	Date	Approved	Denied	By
Signature of Building Official:				
Remarks:				

A Certificate of Occupancy for the above stated use will be issued when all appropriate approvals have been obtained and the signature of the Building Official is affixed to this application.



FIRE DEPARTMENT INSPECTION GUIDELINES

- ❖ **These guidelines have been provided to facilitate the Certificate of Occupancy Fire Department inspection, as compliance to these suggestions prior to inspection will prevent potential occupancy delays. Following is a list of typical items that the Fire Department will be checking to allow commencement of your business:**

- Operational and non-expired fire extinguishers
- Operational exit signage
- Clear and unobstructed exit door passage areas
- Two feet ceiling clearance to be maintained from merchandise stocking
- Extension cords cannot be used as permanent wiring connections
- Restaurant operators must provide certifications for hood cooking systems

The guidelines provided is only a partial list of items that the Fire Department will be checking to ensure fire safety.

If the Fire Prevention Inspector encounters other fire safety items needing correction, compliance must be provided prior to commencement of your business.

- ❖ **Should you have any questions related to fire safety issues, contact the L.A. County Fire Prevention Inspector for the City of Pico Rivera, at (626) 336-6950 between the hours of 7:30 a.m. to 4:30 p.m., Monday through Friday. Please note, offices are closed from 12:00 p.m. to 1:00 p.m.**

**LA County Fire Prevention Division
15660 Stafford Street
City of Industry, CA 91744**



COUNTY OF LOS ANGELES FIRE DEPARTMENT FIRE PREVENTION DIVISION

LA County Fire Prevention Division
15660 Stafford Street
City of Industry, CA 91744

Form 30 (8/08)

NOTICE TO PROSPECTIVE BUSINESSES STATEMENT OF INTENDED USE

Various processes and situations in commercial and industrial establishments can create fire and life safety hazards. In order to provide a reasonable degree of safety to life and protection of property, specific requirements have been established in the Fire, Building, and Life Safety Codes. To help us assess what particular laws apply to your business, please provide the following information:

PART I – Building Information

Business Name: _____

Business Address: _____

Number of Buildings: _____ Type of Construction: _____ Square footage: _____

PART II – Questionnaire

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Will you have over 500 square feet of <u>high-piled combustible storage</u> ? (> 12' or > 6' for High Hazard Commodities) See Part V of this form for more information. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will you be storing more than 2500 cubic feet of miscellaneous <u>combustible materials</u> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will you store, transport on site, dispense, use or handle <u>hazardous materials</u> ? (FC Table 105.6.20) Also see Part IV. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will you store, handle, use, apply, or dispense <u>flammable or combustible liquids or powder coating</u> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will you store, handle or use <u>compressed gases including liquefied petroleum gases</u> ? (FC Table 105.6.8) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will you produce, store, handle, or transport onsite <u>cryogenic fluids</u> ? (FC Table 105.6.10) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will you store, use or handle <u>radioactive materials</u> more than 1 microcurie or any amount that requires a permit from The Nuclear Regulatory Commission? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will you store or handle more than 25 lbs of <u>pyroxylin plastics</u> or use any such material in a manufacturing process? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will you melt, cast, heat treat or grind more than 10 lbs of <u>magnesium or other combustible metals</u> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will your store or handle an aggregate quantity <u>aerosol products</u> in excess of 500 lbs. net weight? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will you manufacture more than one gallon of <u>organic coating</u> per day? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Will you store, handle, sell or use any <u>model rocket engines, pyrotechnic materials or fireworks</u> ? | <input type="checkbox"/> | <input type="checkbox"/> |

	YES	NO
13. Will you have a <u>refrigeration</u> system with >220 lbs Group A1 or 30 lbs of any other refrigerant?	<input type="checkbox"/>	<input type="checkbox"/>
14. Will you store or handle loose <u>combustible fibers</u> in excess of 100 cubic feet?	<input type="checkbox"/>	<input type="checkbox"/>
15. Will you install or operate a stationary <u>lead-acid battery system</u> with more than 100 gallons of liquid capacity?	<input type="checkbox"/>	<input type="checkbox"/>
16. Will you conduct fruit or crop ripening operations using <u>ethylene gas</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
17. Will you <u>produce combustible dust</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
18. Will you operate a <u>place of assembly</u> (drinking, dining, or gathering) with a single room occupant capacity of 50 or more people?	<input type="checkbox"/>	<input type="checkbox"/>
19. If YES to #18, Will you have <u>liquid or gas fueled vehicles or equipment</u> ; use <u>open flames or candles</u> ; or store, use or handle <u>cellulose nitrate film</u> in an assembly occupancy?	<input type="checkbox"/>	<input type="checkbox"/>
20. Will you operate a <u>carnival or a fair, or an amusement, covered mall, exhibit or trade show building</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
21. Will you use <u>dry cleaning equipment</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
22. Will you operate an <u>industrial baking oven, or a power coating or spray finish booth or room</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
23. Will you be conducting <u>welding, cutting or other hot work operations</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
24. Will you be using <u>open-flame devices including torches, candles, lanterns, or portable cooking appliances</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
25. Will you conduct any form of <u>open burning, or create a bonfire, rubbish or recreational fire</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
26. Will you be conducting activities or create a condition near a <u>hazardous fire area</u> (wildfire area) that could accidentally ignite a wildfire?	<input type="checkbox"/>	<input type="checkbox"/>
27. Will you have a <u>lumber yard or wood working plant</u> which stores or processes 100,000 board feet of lumber?	<input type="checkbox"/>	<input type="checkbox"/>
28. Will you store <u>wood chips, hogged material, lumber, or plywood</u> in excess of 200 cubic feet?	<input type="checkbox"/>	<input type="checkbox"/>
29. Will you conduct any <u>fumigation or thermal insecticidal fogging</u> operations?	<input type="checkbox"/>	<input type="checkbox"/>
30. Will you operate an <u>auto wrecking, waste handling, or commercial rubbish handling facility</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
31. Will you <u>remanufacture tires</u> or store over 2,500 cubic feet of tires or <u>tire byproduct</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
32. Will you operate a <u>repair garage</u> or <u>fuel dispensing facility</u> for automotive, marine, or fleet equipment?	<input type="checkbox"/>	<input type="checkbox"/>
33. Will you perform <u>floor finishing</u> over 350 sq ft using Class I or II liquids?	<input type="checkbox"/>	<input type="checkbox"/>
34. Will you operate a <u>temporary sales lot</u> for the sale of Christmas trees or pumpkins?	<input type="checkbox"/>	<input type="checkbox"/>
35. Will you install or use any type of <u>temporary membrane structure, tent, or canopy</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
36. Will you conduct any <u>motion picture, television, commercial, or related film production</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
37. Will you be removing or using a <u>privately owned fire hydrant</u> ?	<input type="checkbox"/>	<input type="checkbox"/>

PART II – Questionnaire continued...

YES NO

38. Is your building equipped with automatic fire sprinklers?

If your building has fire sprinklers provide the following information: *(The following information can usually be found on the main sprinkler system riser for each system or the Fire Department Connection (FDC) or can sometimes be obtained from the property owner.)*

a) Date of last fire sprinkler system testing or maintenance as per CCR Title 19 (recorded on State Fire Marshal Forms AES 1-9): _____

b) Below is a list of common types of sprinkler systems. Complete the information for the type of system installed in your building:

◆ **CALCULATED:** _____ GPM/SqFt _____ Design Area (i.e. .3/3000)

◆ **PIPE SCHEDULE (non-calculated):** ___Light Hazard ___Ordinary Hazard ___Extra Hazard

◆ **EARLY SUPPRESSION FAST-RESPONSE (ESFR):** _____ PSI ESFR K Factor _____

c) Is the sprinkler system electronically supervised? If YES then:

Fire sprinkler alarm monitoring company: _____

39. Is your building equipped with a standpipe system (fire hose or fire hose connections)? If YES then:

a) Type and location: _____
(Certification information can usually be found on labels on the main standpipe system riser for each system)

b) Date of last standpipe system testing or maintenance as per CCR Title 19 (recorded on State Fire Marshal Forms AES 1-9): _____

40. Is your building equipped with any other type of manual or automatic fire extinguishing system?
(Halon, Clean Agent, FM-200, Kitchen Hood System, Spray Booth) If YES then:

a) Type and location: _____

b) Date of last automatic extinguishing system testing or maintenance as per CCR Title 19 (recorded on State Fire Marshal Forms AES 1-9): _____

41. Is your building equipped with a manual or automatic fire alarm system? If YES then:
(smoke detector, heat detector or manual pull)

a) Date of last alarm system test: _____

b) Is the fire alarm system electronically supervised? If YES then:

Fire alarm monitoring company: _____

42. Maximum number of employees working at one time: _____

43. Hours of operation: _____ To _____

44. Describe the method of disposing of combustible or hazardous waste materials:

PART III – Intended Use Statement

1. **SUBMIT A LETTER:** Submit a signed, legible letter (preferably type written and on your company's letterhead) stating your intended use for the property. In the letter, describe materials you will be storing and using on the property. Explain the method of storage (e.g. racks, pallets), storage dimensions, and where the materials will be located on the property. Describe how you will be using the materials. Provide details to any item(s) marked "yes" in Part II and explain any planned alterations to the building. (See attached example.)
2. **SUBMIT SITE PLAN / FLOOR PLAN:** Submit site plan drawn to rough scale showing the property size and location, building size and location on property: both in square feet. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems, and any item(s) marked "yes" in Part II. (See attached example).

PART IV – Hazardous Materials Non-Handler Declaration:

HAZARDOUS MATERIALS NON-HANDLER DECLARATION (FORM 585)

{ } THIS BUILDING WILL USE HAZARDOUS MATERIALS IN EXCESS OF NON-REPORTABLE AMOUNTS.

{ } THIS BUILDING WILL NOT USE HAZARDOUS MATERIALS OR USES NON-REPORTABLE AMOUNTS.

A hazardous material may be broadly defined as any material that because of its quantity, concentration, or physical or chemical characteristics; poses a significant, present, or potential hazard to human health and safety, property, or to the environment. A hazardous material includes, but is not limited to any substance or material which the handler or the administering agency has a reasonable basis for believing would be injurious a person's health and safety or harmful to the environment if released into the work place or surrounding areas.

By signing below, I declare that the above named business, organization, or occupant will not handle a hazardous material or mixture containing hazardous material which has a quantity at any one time during the reporting year equal to, or greater than, a total weight of 500 pounds, or a total of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas.

Print Name and Title of Declarer: _____ Date: _____

Declarer Signature: _____ Fire Department Representative: _____

PART V – High-Piled Combustible Storage:

In Chapter 23 of the County of Los Angeles Fire Code, high-piled combustible storage is defined as: Storage of combustible materials [product and/or packaging] in closely packed piles (floor storage) or combustible materials on pallets, in racks, or on shelves where the top of storage is **greater than 12 feet in height**. High-piled combustible storage also includes certain high hazard commodities, such as; rubber tires, 'Group A' plastics, flammable liquids, idle pallets, and similar commodities, where the top of the storage is greater than 6 feet in height.

It is very important to contact a fire inspector prior to consideration of storing high-piled combustible storage. Many of the permit requirements must be built into your building. If your building is not approved for high-piled combustible storage it may be cost prohibitive. For example; if you have a pipe schedule sprinkler system – no high-piled storage is permitted until the system is calculated. A fire inspector can assist you with fire department requirements.

{ } THIS BUILDING WILL NOT BE USED FOR HIGH-PILED COMBUSTIBLE STORAGE.

{ } THIS BUILDING WILL BE USED FOR HIGH-PILED COMBUSTIBLE STORAGE. "Permit Required." Contact a Fire Inspector for permit requirements.

{ } THIS BUILDING IS A SPECULATION BUILDING WITHOUT A TENANT AT THIS TIME. The tenant will be notified to contact the fire department prior to use of the building.

FIRE DEPARTMENT STAMP

TO GET A STAMP FROM THE FIRE DEPARTMENT YOU MUST BRING THE FOLLOWING ITEMS TO THE JURISDICTIONAL FIRE PREVENTION OFFICE:

- THE STATEMENT OF INTENDED USE FORM 30, COMPLETELY FILLED OUT
- A SIGNED LETTER FROM THE BUSINESS OWNER, OR AUTHORIZED AGENT (SEE PAGE 4)
- A FLOOR PLAN / SITE PLAN OF THE BUILDING
- THE OCCUPANT EMERGENCY INFORMATION, COMPLETELY FILLED OUT (PAGE 7)

FIRE DEPARTMENT STAMP:

THE FOLLOWING PERMITS ARE REQUIRED:

PERMIT INFORMATION SHEETS WILL BE PROVIDED FOR REQUIRED PERMITS. (Permit Information Sheets are also available for viewing on our website. Go to www.fire.lacounty.gov, under Fire Prevention Division look for "Permit Requirements.")

PERMITS WILL ONLY BE ISSUED BY A FIRE INSPECTOR. PLEASE CONTACT YOUR FIRE INSPECTOR TO SCHEDULE AN INSPECTION.

FIRE EXTINGUISHER REQUIREMENTS

(This section to be completed by fire department personnel.)

Primarily Class A Fire Hazards (Ordinary Combustibles):

- { } Light Fire Hazard Provide a minimum of (1) 2A10BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 6000 square feet and the travel distance to a fire extinguisher shall not exceed 75 feet from any point hazard involved. Mount in an accessible and conspicuous location.
- { } Ordinary Fire Hazard Provide a minimum of (1) 2A10BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 3000 square feet and the travel distance to a fire extinguisher shall not exceed 75 feet from any point of the hazard involved. Mount in an accessible and conspicuous location.
- { } Extra Fire Hazard Provide a fire extinguisher with a minimum Class A rating of 4. One extinguisher is required for every 4000 square feet. Travel distance to a fire extinguisher shall not exceed 75 feet from any point from the hazard involved. Mount in an accessible and conspicuous location.

Class B Fire Hazards Present (Flammable/Combustible Liquids with depths .25" or less):

- { } Light Fire Hazard Provide a fire extinguisher with a minimum Class B rating of 10 mounted in an accessible conspicuous area. The travel distance to a fire extinguisher shall not exceed 50 feet from any point from the hazard involved. Mount in an accessible and conspicuous location.
- { } Ordinary Fire Hazard Provide a fire extinguisher with a minimum Class B rating of 10 with an allowable a maximum or 30 feet travel distance or a fire extinguisher with a minimum Class B rating of 20 with a maximum allowable travel distance of 50 feet from the hazard involved. Mount in an accessible and conspicuous location.
- { } Extra Fire Hazard Provide a fire extinguisher with a minimum Class B rating of 40 with a maximum feet travel distance of 30 feet or a fire extinguisher with a Class B rating of 80 with allowable maximum travel distance of 50 feet from the hazard involved. Mount in an accessible and conspicuous location.

Special Hazard Protection (Grease and Combustible Metal):

- { } Commercial Kitchen Hood System – One Class K fire extinguisher shall be placed within 30 feet of all grease cooking operations in a commercial kitchen. Protection of a multiple deep fat fryer appliance installation shall be as per Fire Code 904.11.5.2. Mount in an accessible and conspicuous location. Care shall be used to insure that the K Class extinguisher and not the other type of extinguishers will be used in the event of a grease fire involving cooking equipment. Multi-purpose fire extinguishers may compromise the effectiveness in wet chemical kitchen hood extinguishing systems.
- { } Hazards involving the ignition of Class D combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium shall be protected as per NFPA 10 standard for areas where combustible metal powders, flakes, shavings, chips, or similarly sized products are generated. Travel distance to a fire extinguisher/fire extinguishing agent shall not exceed 75 feet from any point from the hazard involved. Mount in an accessible and conspicuous location.

See Fire Code Table 906.1 for additional specified areas for required fire extinguisher placement.

Occupant Emergency Information

GENERAL INFORMATION:

Business Name: _____

DBA/AFA/FKA: _____ Effective Date: _____

Street Address: _____ Suite/Apt _____

City: _____ State: _____ ZIP+4: _____

___ new construction, name change, or ownership change: _____

___ a new occupant moving in and the previous occupant/business has moved out _____

___ sharing the above address with another occupant/business by the name of: _____

Mailing Address (only if different than above): _____

Phone: (____) _____ ext _____ Fax: (____) _____

Generic E-mail: _____ Number of employees: _____

Senior Person: _____ Title: _____

Describe Property Use: _____

Hazardous Material: _____

Notes/Special Concerns: _____

Thomas Guide: _____ Cross Street: _____

City License/Permit #: _____ Zone: _____ Fire Station #: _____

Water Company : _____ Phone: (____) _____

PROPERTY INFORMATION:

Landlord/Property Owner Name: _____ Phone: (____) _____

Address: _____

Contact Person Name: _____ Title: _____

Occupancy Code: ____ Roof Type: _____ SQFT: _____ Stories: _____ High Piled: ____ Fire Sprinklers: ____

Basement: ____ Target Hazard: ____ HM Handler: ____ FD Permit: ____

EMERGENCY CONTACT INFORMATION: (24 Hour number – usually home phone)

1st Person to contact: _____ Title: _____ Phone: (____) _____

2nd Person to contact: _____ Title: _____ Phone: (____) _____

3rd Person to contact: _____ Title: _____ Phone: (____) _____

Alarm Company: _____ Phone: (____) _____

(Sample Statement of Intended Use Letter)

Big Ben Furniture company
1000 South Anyplace
Your City, CA 00000

April 26, 2002

To Whom It May Concern:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

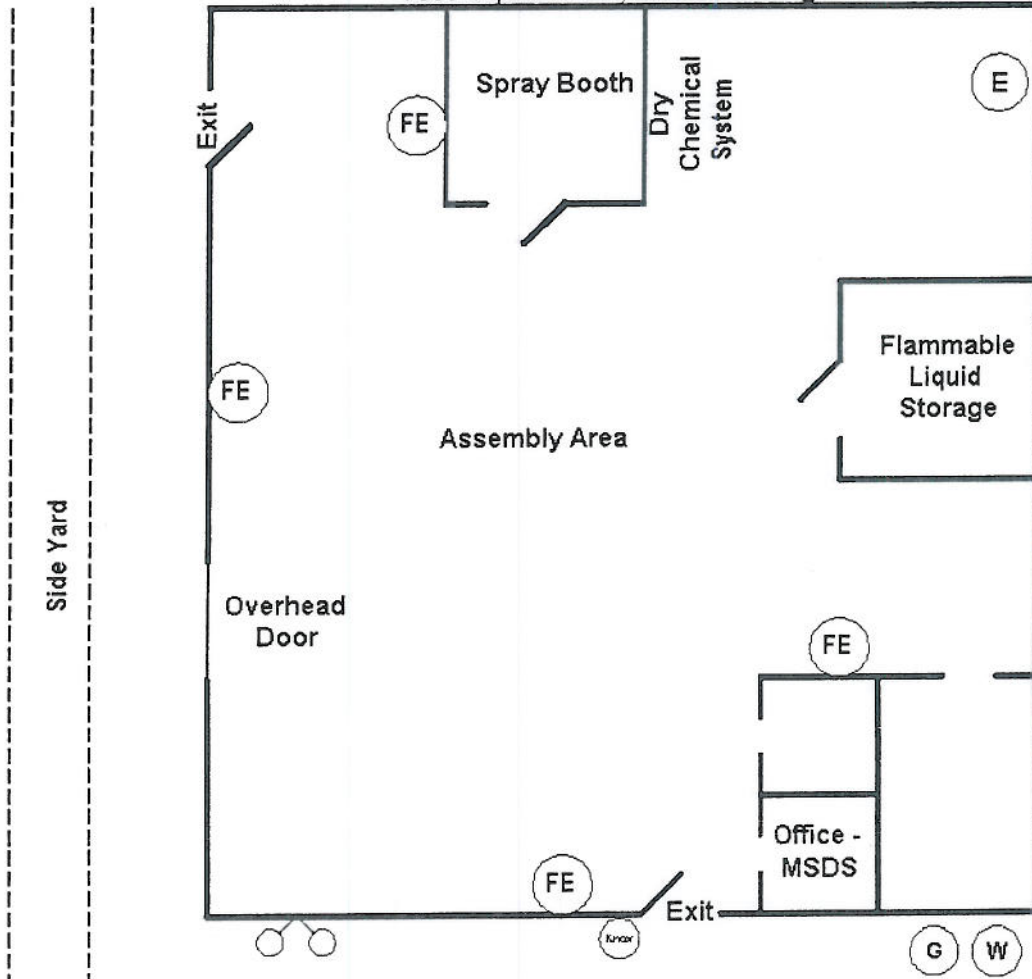
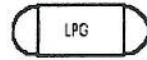
1. Operations conducted in the building are as follows:
 - a) Upholstery – manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
 - b) Plastic furniture – manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming and assembly.
 - c) Spray painting – painting of all necessary items. All spray painting to take place in spray booth.
 - d) Warehousing of wood and metal furniture components.
 - e) General office activities.
2. See attached plot plan.
3. Materials to be stored include the following.
 - a) Metal and wood furniture frames stacked upon themselves
 - b) Wood furniture parts palletized.
 - c) Upholstery materials in racks 6 feet high.
 - d) Plastic tubing and furniture parts in racks 6 feet high.
4. Materials are stored both in racks, on pallets, and free standing. Maximum height of storage is 10 feet.
5. No alterations are planned at this time.

Sincerely,


John J. Jones
President

JJJ:ab

Gary's Auto Body
 17056 Gale Ave, Industry
 7500 Square Feet, Block Building








P.I.V. Post Indicator Valve

 Fire Hydrant

SAMPLE FLOOR PLAN

Gale Avenue

-  Gas Shut-Off
-  Fire Extinguisher
-  Access Keys
-  Water Shut-Off
-  Electrical Panel



PUBLIC SERVICES & CONTACT NUMBERS

Environmental Health conducts routine inspections and/or complaint investigations at commercial, residential and public sites throughout the County in an effort to protect the public's health. Although our food and housing inspection programs are the most recognizable, the department also monitors X-ray machines and other radiological devices, beaches and swimming pools, small water systems, sanitary landfills, massage parlors, tattoo parlors, theaters, laundries, and more.

To inquire about our inspections, request general information, or make a complaint, please contact the appropriate program telephone number listed below.

To contact our FOOD or HOUSING Inspection Offices:

1. Call the general number listed below and you will be referred to the office in your area; or
2. You can use the attached City/Community guide to find the office in your area.

GENERAL SERVICES		PHONE NUMBER
FOOD Establishments & Events	Retail food establishments (restaurants, markets, bakeries, etc.) and food vending at farmers markets, swap meets, carnivals, fairs, and other temporary events. Pet food stores. Theaters.	District Surveillance & Enforcement (626) 430-5200
	Wholesale, manufacturing and distributing establishments. Food caterers.	Food and Milk Program (626) 430-5400
	Mobile food vehicles and carts (lunch trucks, produce carts, ice cream trucks, etc.)	Vehicle Inspection Program (626) 430-5500
HOUSING & Commercial Public Places	Apartments, condominiums, townhomes, and private homes.	District Surveillance & Enforcement (626) 430-5200
	Self-service laundries, commercial buildings, vacant lots, etc.	
	Hotels, motels, dormitories, private schools, jails, and other institutions.	Housing & Institutions Program (626) 430-5590
POOLS	Public swimming pools, health clubs, spas, etc.	Recreational Waters Program (626) 430-5360
PLAN CHECK	Retail Food Establishments	Plan Check Program (626) 430-5560
	Wholesale/Processing Food	Food and Milk Program (626) 430-5400
	Food Vehicles	Vehicle Inspection Program (626) 430-5500
	Swimming Pools	Recreational Waters Program (626) 430-5360

OTHER SERVICES	PROGRAM & PHONE NUMBER	
SEWAGE SPILL RESPONSE & OCEAN MONITORING	Recreational Waters Program	(626) 430-5360
SMALL WATER SYSTEMS	Drinking Water Program	(626) 430-5420
BACKFLOW PREVENTION	Cross-Connections Program	(626) 430-5290
DUMPS/LANDFILLS	Solid Waste Management Program	(626) 430-5540
GARMENT MANUFACTURING	Garment Inspection Program	(626) 430-5570
INSPECTION QUALITY	Quality Assurance	(626) 430-5300
MASSAGE PARLORS	District Surveillance & Enforcement	(626) 430-5200
PUBLIC & INDUSTRY OUTREACH	Consultation & Technical Services	(626) 430-5320
PERMITS & LICENSES	Public Health Permits & Licensing	(626) 430-5350
RADIOLOGICAL & X-RAY EQUIPMENT	Radiation Management Program	(213) 351-7897
RODENTS & INSECTS	Vector Management Program	(626) 430-5450
TATOOS & BODY ART	Environmental Hygiene Program	(626) 430-5430
WASTE HAULERS	Solid Waste Management Program	(626) 430-5540
WELLS & WATER SUPPLY	Land Use Program	(626) 430-5380

24 HOUR HOTLINE (888) 700-9995

BEACH CLOSURE HOTLINE (800) 525-5662

NOTE: Three cities in Los Angeles County have their own independent health departments. For these cities, please refer environmental issues to their Environmental Health Director. The cities and telephone numbers are listed as follows:

Long Beach (562) 570-4000

Pasadena (626) 744-6004

Vernon (323) 583-8811



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4182
(909) 396-3529 • [http:// www.aqmd.gov](http://www.aqmd.gov)

Air Quality Permit Checklist

California Government Code Section 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This Checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name: _____

Property Address: _____

City: _____ Zip Code: _____

Contact Person: _____ Title: _____

Type of Business: _____ Telephone: _____

Fax Number: _____ e-mail address: _____

Applicant (print name): _____ Signature: _____

Date: _____

- Will the facility have any of the following equipment? Yes No

- Charbroiler
- Dry cleaning machine
- Spray booth
- Printing press (screen/lithographic/flexographic)
- Internal combustion engine greater than 50 HP (excluding motor vehicles)
- Boiler/combustion equipment (greater than 1 million BTU/hr. maximum input)
- Abrasive blasting cabinet/room
- Baghouse/cartridge-type dust filter/scrubber
- Motor fuel storage and dispensing equipment

- Will any of the following operations be performed? Yes No

- Application of paints or adhesives
- Etching, plating, casting, or melting of metals
- Molding, extruding, or curing of plastics
- Mixing and blending of liquids and/or powders
- Storage of acids, solvents, organic liquids, or fuels
- Production of fumes, dust, smoke, or strong odors

If you answered "No" to both questions, this checklist is your clearance from AQMD. If you answered "Yes" to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at **1-800-CUT-SMOG (1-800-288-7664)**.