Applying for Your City of Industry Conditional Use Permit A Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.

Step 1 → ***Contact the Planning Department***

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed use is permitted and which application is required. A copy of the zoning code can be found on the City of Industry website at:

15625 Stafford Street, Suite 100
City of Industry, CA 91744
Phone: (626) 333-2211
planning@cityofindustry.org
Hours: 9:00 a.m. to 5:00 p.m.

Step 2 → ***Obtain Conditional Use Permit Application***

Download the application: **http://www.cityofindustry.org/page.php?78**

Or

Request an application by email: planning@cityofindustry.org

Or

Request an application by phone: 626-333-2211

Or

Visit us at City Hall (address above)

Step 3 → ***Fill Out Conditional Use Permit Application***

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

Step 4 → ***Obtain Los Angeles County Fire Department Approval***

Take your completed application to the Los Angeles County Fire Department to obtain approval. You must obtain a stamp of approval on "Conditional Use Permit Supplement A" prior to submittal.

15660 East Stafford Street
City of Industry, CA 91744
Phone: (626) 336-6950

Step 5 → ***Obtain Valley Vista Services Approval***

Take your completed application to Valley Vista Services to obtain approval. You must obtain a signature of approval on "Conditional Use Permit Supplement B" prior to submittal.

17445 Railroad Street
City of Industry, CA 91745
Appointment is Required
Please contact Heather at (626) 855-5581 or (800) 442-6454 for appointment.

Step 6 → ***Submit Completed Application to City Hall***

Submit the completed application to the Planning Department for approval. Application will be assigned to a planner who will be the main contact. Within 30 days, City determines that necessary information is provided and application can move forward.

Step 7 → ***Environmental Review***

City performs environmental review per CEQA

Step 8 → ***Public Hearing Scheduled***

Step 8 → ***Public Hearing Scheduled***
Public hearing with Planning Commission scheduled and legal notifications posted/distributed

Step 9 → ***Public Hearing***
Planning Commission Action

Step 10 → ***Approval***

Step 11 → **Display Conditional Use Permit Certificate in Prominent Location**

City of Industry
Conditional Use Permit Application

15625 East Stafford Street • Suite 101 • City of Industry • CA • 91744
Phone: (626) 333-2211• Fax: (626) 961-6795
www.cityofindustry.org

OFFICE USE ONLY
Use Permit No. _____
Filing Date: _____
Approval Date: _____
Zone/GP _____

It is the business owner's responsibility to complete this application, checklist and notify the City of Industry Planning Department immediately if there are any changes to the business entity which differs from the information provided on this application.

BUSINESS INFORMATION* (*This information also will be shared with IMC and published in the City of Industry Business Directory)

Business Name (DBA): _____

Corporation Name: _____

Business Address: _____
Street *City* *Zip + 4*

Mailing Address (if different): _____
Street *City* *State* *Zip + 4*

Phone: _____ Fax: _____ Website: _____

E-mail Address: _____ Would you prefer to receive correspondence from IMC by E-mail? Yes No

Contact Person's Name *(local company rep):* _____ Title: _____ Phone: _____

Describe *in detail* the type of business to be conducted and the daily operations of the business. Include a description of the product(s) to be manufactured, assembled, warehoused or sold.

_____

_____

_____

Main Index Heading for Business Directory (*i.e. Accountants, Plastics, etc.)* _____

Number of Branches: _____ Number of Employees (this location only): _____ Manufacturing at this location? Yes No

Company Headquarters: _____ Area of Product Distribution: NAT'L IMPORT EXPORT
City and State

Days of Operation: _____ Business Hours: _____

***BUSINESS OWNER(S) INFORMATION* (if additional space is needed, please attach list of owners/officers)**

Ownership Type: Sole Proprietorship Partnership Corporation Other_____

Federal Tax ID No.: _____ State Tax ID No.: _____

Owner Name: _____ Title: _____ Phone: _____

Address: _____
Street *City* *Zip*

Property Owner: _____ Phone:_____

Address: _____
Street *City* *Zip*

OFFICE USE ONLY

Use Limitations: _____

BUSINESS OWNER DECLARATION

I declare that the statements and information contained in this application are true and correct to the best of my knowledge and belief. I agree to conform with all requirements of zone, building, fire and all other applicable laws, ordinances and regulations pertaining to the operations of such business. Furthermore, I agree to notify the City of Industry Planning Department within ten (10) days of any change in the facts stated herein.

Signature: _____ Date: _____

Name (print or type): _____

Checklist (completed by applicant)

- Verify use is permitted (contact Planning Department at 626-333-2211)
- Obtain approval on Supplement A Form from LA County Fire Department
- Obtain approval on Supplement B Form from Valley Vista Services
- Provide Floor and Site Plan
- Understand and accept standard conditions of approval (IMC Section 17.44.030)

Submittal Requirements for Conditional Use Permit

- ☐ Two (2) sets at 24x36 and one PDF version on CD – Fully dimensioned site plan(s) to scale, clearly showing 1) legal parcel lines, 2) landscaped areas, 3) parking striping plan, 4) drive isles and driveways, 5) existing and proposed building walls, and 6) adjacent roadways. The site plan shall include calculations showing 1) total site area, 2) total existing building area and/or proposed building area, 3) proposed building area and code required building area, 4) code required landscaped area and proposed landscaped areas, and 5) code required parking and proposed parking. (see attached example)

- ☐ Two (2) Sets – Fully dimensioned floor plan(s) with the use of each room/area clearly labeled (see attached example)

- ☐ Environmental Information Form

- ☐ A vicinity map on an aerial with subject site and streets clearly labeled. The vicinity map shall be of a scale to show entirety of all adjacent properties.

- ☐ Completed Supplement A Form

- ☐ Completed Supplement B Form

- ☐ A map indicating all properties within 300' of the exterior boundaries of the subject site, and a correlated property owners list providing the property owners' names and addresses for these properties (See Sample "C"). This certified list must be prepared from the last equalized assessment roll of the County of Los Angeles Tax Assessor's Office.

- ☐ Two (2) sets of gummed labels with the names and addresses reflecting the 300' radius property owners list. Labels and parcels must be numbered to correspond with each other.

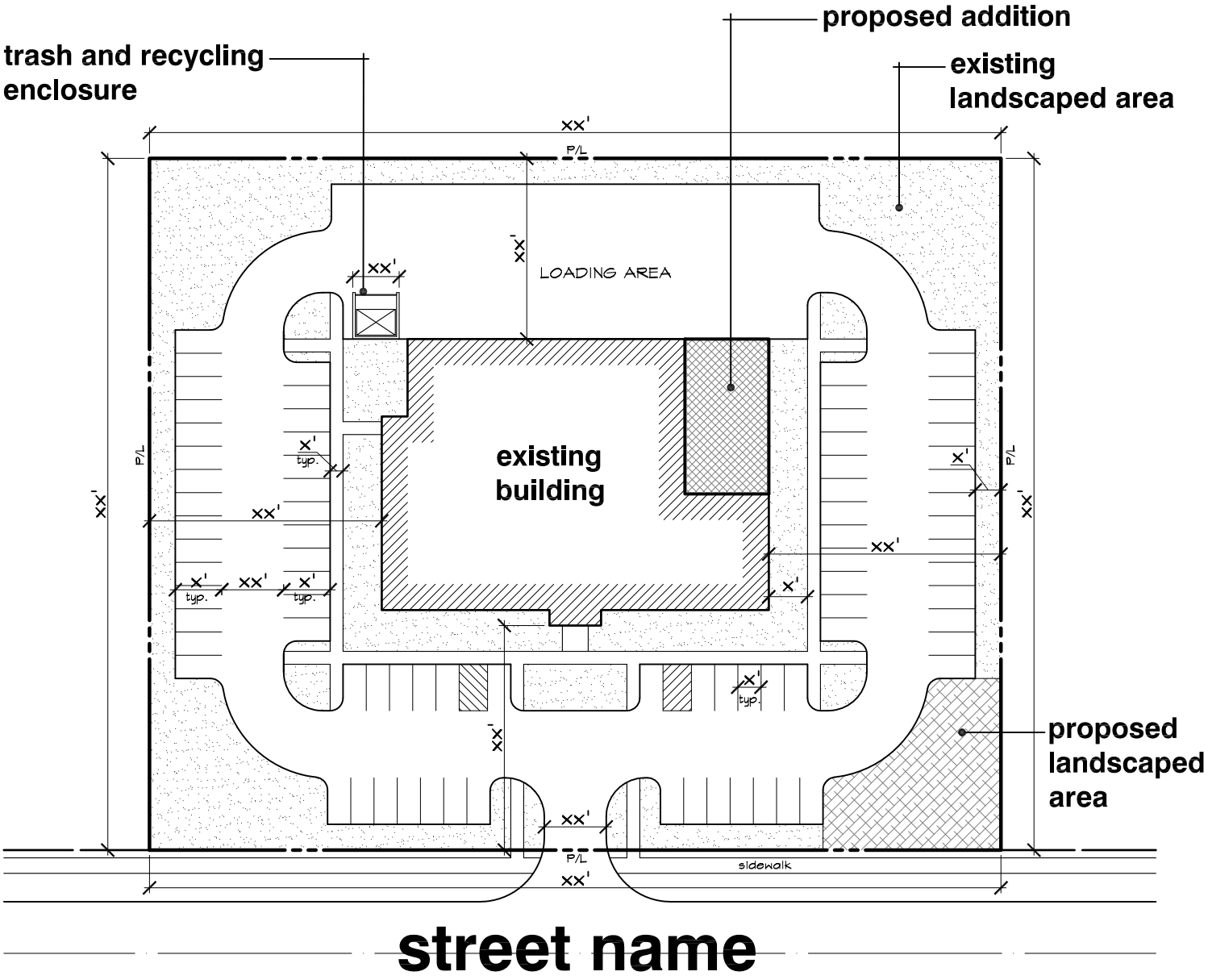
- ☐ $250 – Filing Fee (separate check required)

- ☐ $1200.00 - Environmental Processing Fee (separate check required)
  - This fee is a deposit. If the cost of the environmental review exceeds $1,200.00, the applicant will be billed for the excess cost. If the cost is less than $1200.00, the difference will be refunded to the applicant. Typical costs normally run from $2,500.00 - $8,000.00, but can be more. If an Environmental Impact Report (EIR) is required for a project, the applicant will be required to pay the entire cost of the preparation of the EIR.

- ☐ $2,044.00 – California Department of Fish and Game Fee (separate check required)

*** Please make checks payable to City of Industry**
***All plans submitted with this application will be kept on file with this office.**

City of Industry Example Site Plan



LEGEND

SITE PLAN DATA

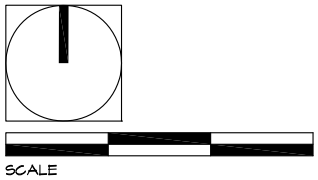
TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

LANDSCAPE DATA

TOTAL LANDSCAPED AREA:	XX AC.
REQUIRED LANDSCAPE RATIO:	XX%
PROPOSED LANDSCAPE RATIO:	XX%

PARKING DATA

TOTAL PARKING REQUIRED:	XX SPACES
TOTAL PARKING PROVIDED:	XX SPACES



NOTE:

THIS IS AN EXAMPLE OF THE MINIMUM INFORMATION REQUIRED ON SITE PLANS SUBMITTED IN CONJUNCTION WITH APPLICATIONS FOR DEVELOPMENT. FAILURE TO PROVIDE THE NECESSARY INFORMATION MAY RESULT IN THE REJECTION OF APPLICATIONS AND TIME DELAYS. IN SOME INSTANCES, SUCH AS MINOR INTERIOR MODIFICATIONS, STAFF MAY WAIVE THE REQUIREMENT TO PROVIDE SOME INFORMATION THAT IS NOT RELEVANT TO THE PROPOSAL; HOWEVER, THIS WILL ONLY BE DETERMINED BY PLANNING STAFF PRIOR TO APPLICATION SUBMITTAL. IT IS STRONGLY ADVISED THAT ALL APPLICANTS MEET WITH PLANNING STAFF PRIOR TO SUBMITTAL TO REVIEW THE PROPOSED PROJECT AND SUBMITTAL REQUIREMENTS. 10 MINUTES CAN SAVE A LOT OF TIME AND EXPENSE.

USE PERMIT
FLOOR PLAN REQUIREMENT

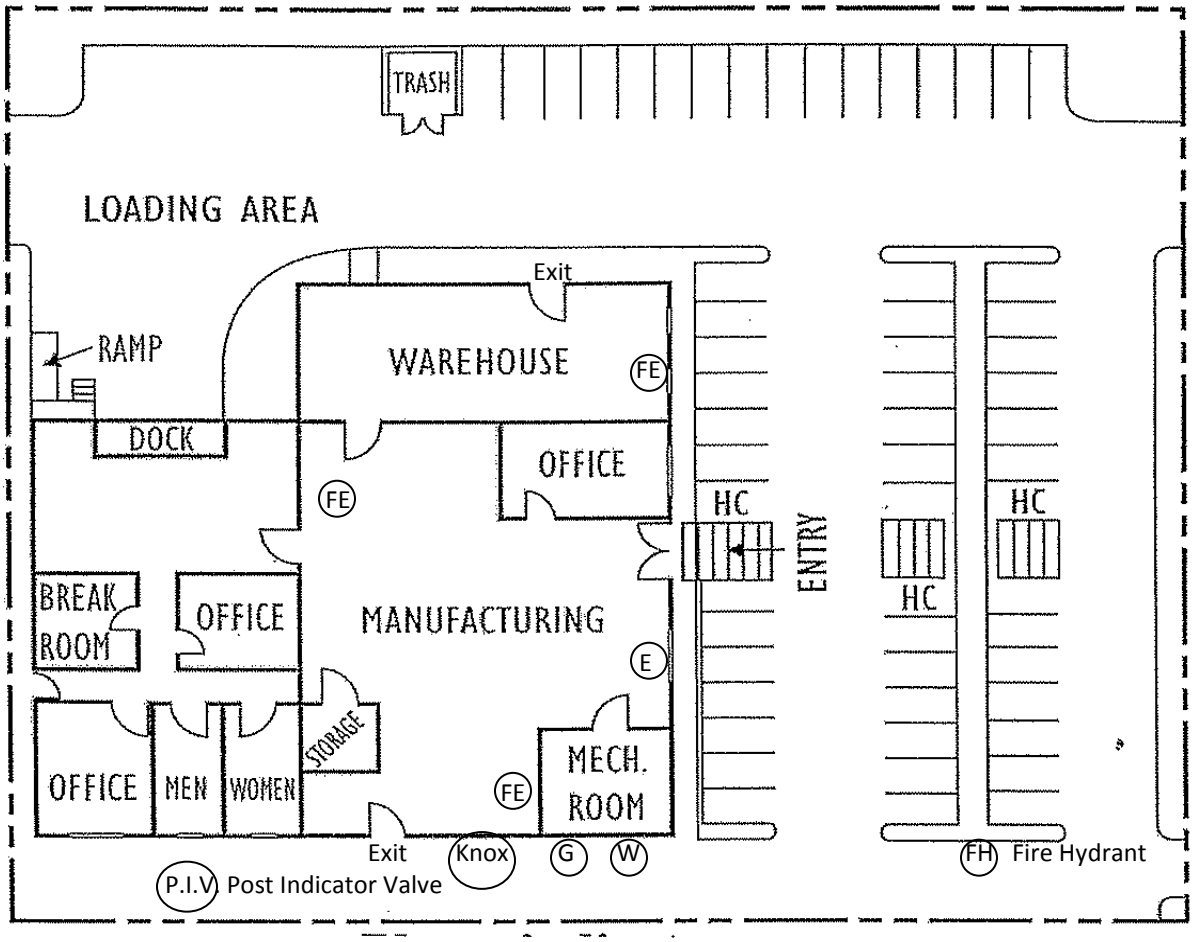
Please submit a site plan and floor plan for your site. The plan needs to show site layout, size and location on property: both in square feet, cross streets, parking and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, please indicate how the space will be divided. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems. This will be used for both the Use Permit requirement and Los Angles County Fire Department requirement. Please see example below:

E X A M P L E

Floor Plan

Big Ben Furniture Company
12345 Gale Avenue, City of Industry

Gale Avenue



G	Gas Shut-Off	FE	Fire Extinguisher	Knox	Access Keys
W	Water Shut-Off	E	Electrical Panel	FH	Fire Hydrant

Gross Building Area:

Office	12,600 SF
Manufacturing Area:	12,600 SF
Warehousing Area:	6,825 SF
Total Area:	32,025 SF

CITY OF INDUSTRY
SUPPLEMENT B

Applications will not be accepted without this form **signed** by Valley Vista Visa Services and attached to this application. City of Industry Municipal Code requires every business to arrange for appropriate solid waste collection service with the City approved collector. The requirement applies to any permanent or temporary business operating in the City of Industry .

SUPPLMENT B FORMS ARE SIGNED BY APPOINTMENT ONLY

You must **call** to set appointment.
Do not attempt to set appointment in person.
Please allow 48 hours to process.
Please contact Heather at: (626) 855-5581 or (800) 442-6454 for appointment.
17445 RAILROAD STREET, CITY OF INDUSTRY, CA 91745

***BUSINESS INFORMATION* (please type or print clearly)**

Business Name/DBA: _____ Phone: _____

Business Address: _____
Street *Zip*

Contact Person's Name: _____ Title: _____

PLEASE COMPLETE IF APPLICATION IS FOR CONSTRUCTION/DEMOLITION PROJECTS
(please complete all sections – estimate where applicable)

Project Start Date: _____ Project Completion Date: _____

Lead Contractor: _____ Contact Person: _____

Collection Type Needed: ☐ Bin ☐ Roll-Off ☐ Trucks ☐ Other Contact Phone Number: _____

Estimate Material Types for Collection: _____

OFFICE USE ONLY

Recycling and solid waste collection services have been reviewed and/or arranged for by the above business as required by City Ordinance.

Service is: ☐ New ☐ Temporary ☐ Pre-Existing ☐ Not Applicable (explain)

Description (*type and frequency):* _____

Approximate Start Date: _____

Comments: _____

_____

☐ Refused Service (state reason):
C: Code Enforcement and Sheriff's Department re: code violation/prosecution

Approved by: _____ Date: _____

Environmental Information Form

The Environmental Information Form is intended to provide the basic information necessary for the evaluation of your project to determine its potential environmental impacts. This review provides the basis for determining whether the project may have a significant impact on the environment, as required by state law, or more specifically, the California Environmental Quality Act (CEQA). After this information has been evaluated by the Planning Department, a determination will be made regarding the appropriate environmental documentation for your project, in accordance with the CEQA Guidelines.

If no significant environmental impacts are anticipated, or if impacts can be mitigated or avoided by a change or specific requirement in the project's design or operation, a Negative Declaration or Mitigated Negative Declaration will be prepared. If potential significant environmental impacts are identified, an Environmental Impact Report must be prepared, which focuses on the areas of concern identified by the Initial Study.

The City of Industry, as Lead Agency, is required to comply with CEQA. In order to assist us in completing this required environmental review, please provide us with the information outlined below. Please note that upon review of the submitted information, City staff may request additional supporting documentation to assist in the environmental analysis of your project to ensure compliance with CEQA.

This Environmental Information Form works in concert with the other applications. Both need to be completed in order for your application to be accepted as complete. If you need assistance in completing the Environmental Information Form, or have questions regarding the environmental review procedures, please contact the Planning Department at (626) 333-2211.

General Information

1. Name developer, agent, or project sponsor:_____ Phone Number: _____

   Address: _____
   Street *City* *Zip*

2. Project name: _____ Assessor's Parcel Number: _____

   Address: _____
   Street *Zip*

Environmental Setting (Attach additional sheets and photos as necessary)

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects:

   _____

   _____

   _____

   _____

   _____

2. Provide photographs of the site and describe any existing structures onsite and the use of the structures:

   _____

   _____

   _____

3. Describe the surrounding properties (north, east, south, and west of the project site), including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (industrial, commercial, etc.), intensity of land use (warehousing, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.).:

_____

_____

_____

_____

4. Provide photographs of the surrounding uses and adjoining properties.

Project Description (attach additional sheets as necessary)

1. List and describe any other permits and approvals required for project implementation, including those required by local, regional, state, and/or federal agencies:

_____

_____

_____

2. List any other development proposals associated with the project and its relationship to a larger project or series of projects, if any:

_____

_____

_____

3. Demolition proposed: No:____ Yes:____ Square feet:_____

4. Tentative development schedule including start and completion dates, and phasing if proposed:

_____

_____

5. If commercial or office, indicate the type, whether neighborhood, city or regionally oriented, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, and location of loading facilities and anticipated hours of loading/delivery operations:

_____

_____

_____

6. If industrial, manufacturing or warehouse, indicate the type and major function, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, and location of loading facilities and anticipated hours of loading/delivery operations:

_____

_____

_____

_____

_____

7. If institutional, indicate the type and major function, square footage, anticipated hours of operation, estimated employees per shift and number of shifts, location of loading facilities and anticipated hours of loading/delivery operations, and community benefits to be derived from project:

_____

_____

_____

_____

8. If the project involves an exception, conditional use permit, or re-zoning application, state this and indicate clearly why the application is required:

_____

_____

_____

Potential Environmental Impacts

If any of the following items are applicable to your project please discuss (use a separate sheet as necessary).

		Yes	No
1.	Change in existing features of any drainage ways or hills, or substantial alteration of any ground contours.	☐	☐
2.	Change in scenic views or vistas from existing residential areas or public lands or roads.	☐	☐
3.	Change in pattern, scale, or character of the general area of the project.	☐	☐
4.	Result in significant amounts of solid waste or debris.	☐	☐
5.	Change in or introduction of air emissions (e.g., dust, ash, smoke, fumes) or odors in the vicinity during grading and/or construction phases.	☐	☐
6.	Change in surface water (e.g., channel, stream) or ground water quality or quantity.	☐	☐
7.	Substantial alteration of existing drainage patterns that could lead to flooding on- or offsite.	☐	☐
8.	Substantial change in noise or vibration levels in the project vicinity during grading and/or construction phases.	☐	☐
9.	Substantial change in traffic patterns and circulation in the project vicinity.	☐	☐
10.	Substantial change in topography of project site and/or vicinity.	☐	☐
11.	Site located on filled land or on slopes of 10 percent or more.	☐	☐
12.	Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	☐	☐
13.	Substantial change in demand for public services and utilities and service systems (police, fire, water, wastewater, solid waste, electricity, gas, etc.)	☐	☐
14.	Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)	☐	☐

What studies have been prepared for this site that might assist the City in reviewing the potential environmental impacts of the project? Some examples of such studies include environmental site assessment, soils and geology study, biological resources study, cultural resources study, hydrology study, etc. These studies may have been prepared for this project or some earlier development project. Supporting documentation or studies may answer questions and facilitate the processing of your application.

Certification

I am the legal owner of the property that is the subject of this application or have been authorized by the owner to act on his/her behalf regarding this application. I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further acknowledge that any false statements or information presented herein may result in the revocation of any approval or permit granted on the basis of this information.

Name of preparer:_____ Preparer's signature: _____

Date: _____

CITY OF INDUSTRY
CONDITIONAL USE PERMIT
SUPPLEMENT A

Before any application for a can be accepted as complete, the applicant must obtain a Fire Department stamp of approval on this form. In order to obtain approval, the applicant must submit a **COMPLETED** application to the LOS ANGELES COUNTY FIRE PREVENTION DIVISION located at:

15660 E. STAFFORD STREET
CITY OF INDUSTRY, CA 91744
Phone: (626) 336-6950

The Fire Prevention Bureau has reviewed the application for _____

proposed at _____, City of Industry.
street *zip code*

OFFICE USE ONLY

Recommendation is:

☐ APPROVAL - The proposed use and building meets Fire Prevention requirements.

☐ DENIAL - The proposed use and/or building failed the minimum Fire Prevention requirements.

Comments:

☐ Provide U.L. approved, fire extinguisher(s) - minimum rating: _____
within _____ feet travel distance.

☐ Sprinkler system shall be monitored by a fire alarm company (100 sprinkler heads or more).

☐ Provide a 5-year certification test on the sprinkler system.

☐ Contact the Fire Department within 2 weeks after occupancy for field inspection.
_____ occupancy only.

File for the following permits:

☐ Flammable Liquids Storage or Use

☐ High-pile Stock. Commodity classification

☐ Other

☐ Do not occupy building until all Fire Department requirements are met.

Fire Department Stamp

Checklist (completed by applicant)

- Complete Statement of Intended Use
- Complete Fire Extinguisher Requirements
- Complete Occupant Emergency Information Form
- Provide Statement of Intended Use Letter signed by Business Owner or Authorized Agent
- Complete Hazardous Materials Declaration
- Complete High-Piled Combustible Storage Declaration
- Include Floor and Site Plan
- Obtain stamp on Use Permit Supplement A

COUNTY OF LOS ANGELES FIRE DEPARTMENT
FIRE PREVENTION DIVISION

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 high-piled combustible storage? (> 12' or > 6' for High Hazard Commodities) See Part V of this form for more information.	☐	☐
2.	Will you be storing more that 2500 cubic feet of miscellaneous combustible materials?	☐	☐
3.	Will you store, transport on site, dispense, use or handle hazardous materials? (FC Table 105.6.20) Also see Part IV.	☐	☐
4.	Will you store, handle, use, apply, or dispense flammable or combustible liquids or powder coating?	☐	☐
5.	Will you store, handle or use compressed gases including liquefied petroleum gases? (FC Table 105.6.8)	☐	☐
6.	Will you produce, store, handle, or transport onsite cryogenic fluids? (FC Table 105.6.10)	☐	☐
7.	Will you store, use or handle radioactive materials more than 1 microcurie or any amount that requires a permit from The Nuclear Regulatory Commission?	☐	☐
8.	Will you store or handle more than 25 lbs of pyroxylin plastics or use any such material in a manufacturing process?	☐	☐
9.	Will you melt, cast, heat treat or grind more than 10 lbs of magnesium or other combustible metals?	☐	☐
10.	Will your store or handle an aggregate quantity aerosol products in excess of 500 lbs. net weight?	☐	☐
11.	Will you manufacture more than one gallon of organic coating per day?	☐	☐
12.	Will you store, handle, sell or use any model rocket engines, pyrotechnic materials or fireworks?	☐	☐

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

	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.

County of Los Angeles Fire Department ***Please type or neatly print!***

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.

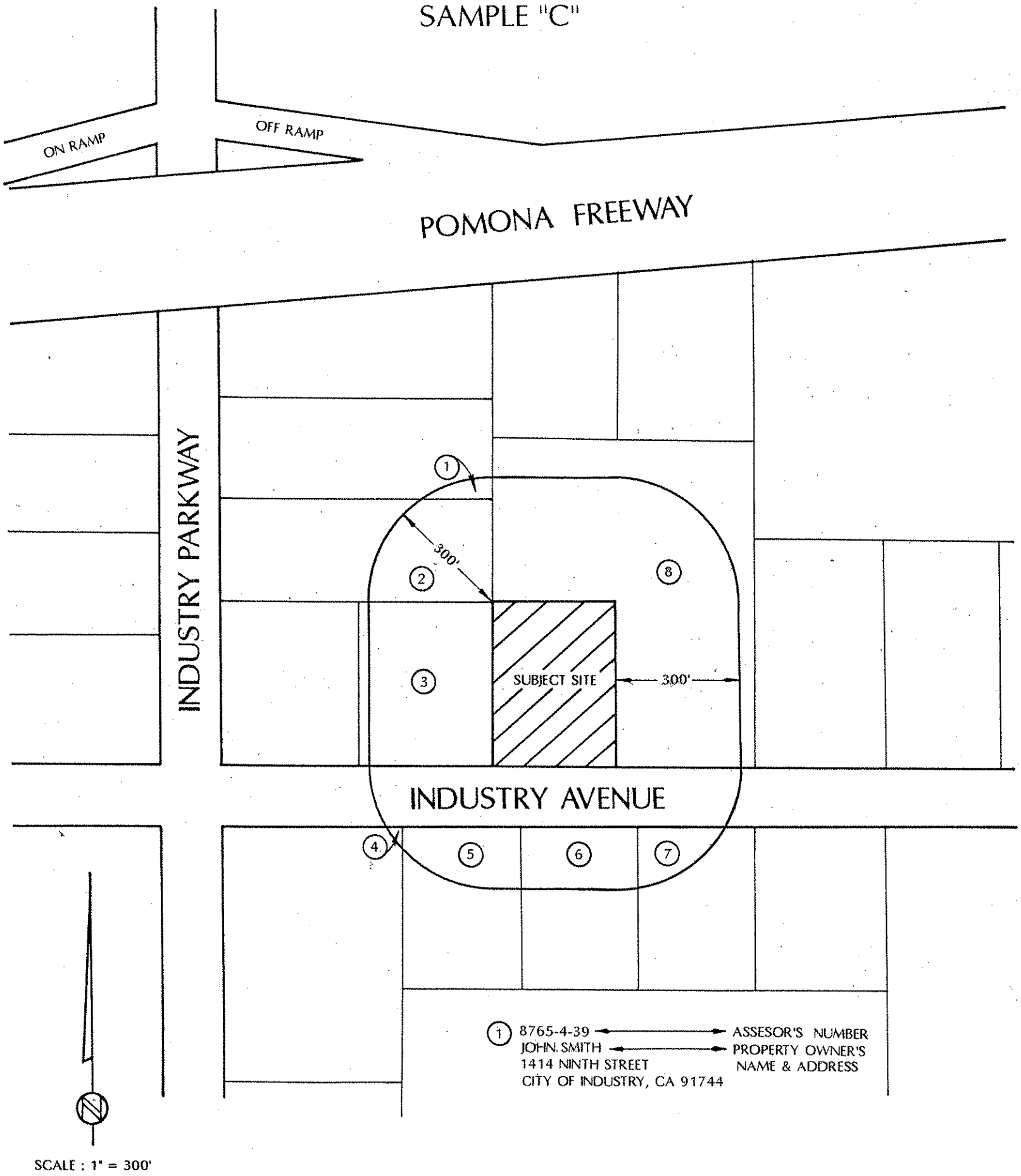
Sincerely,

John J. Jones
President

JJJ:ab

SAMPLE

SAMPLE "C"



SCALE : 1" = 300'