



Applying for Your City of Industry Use Permit (Business License): 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 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 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 "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 "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.

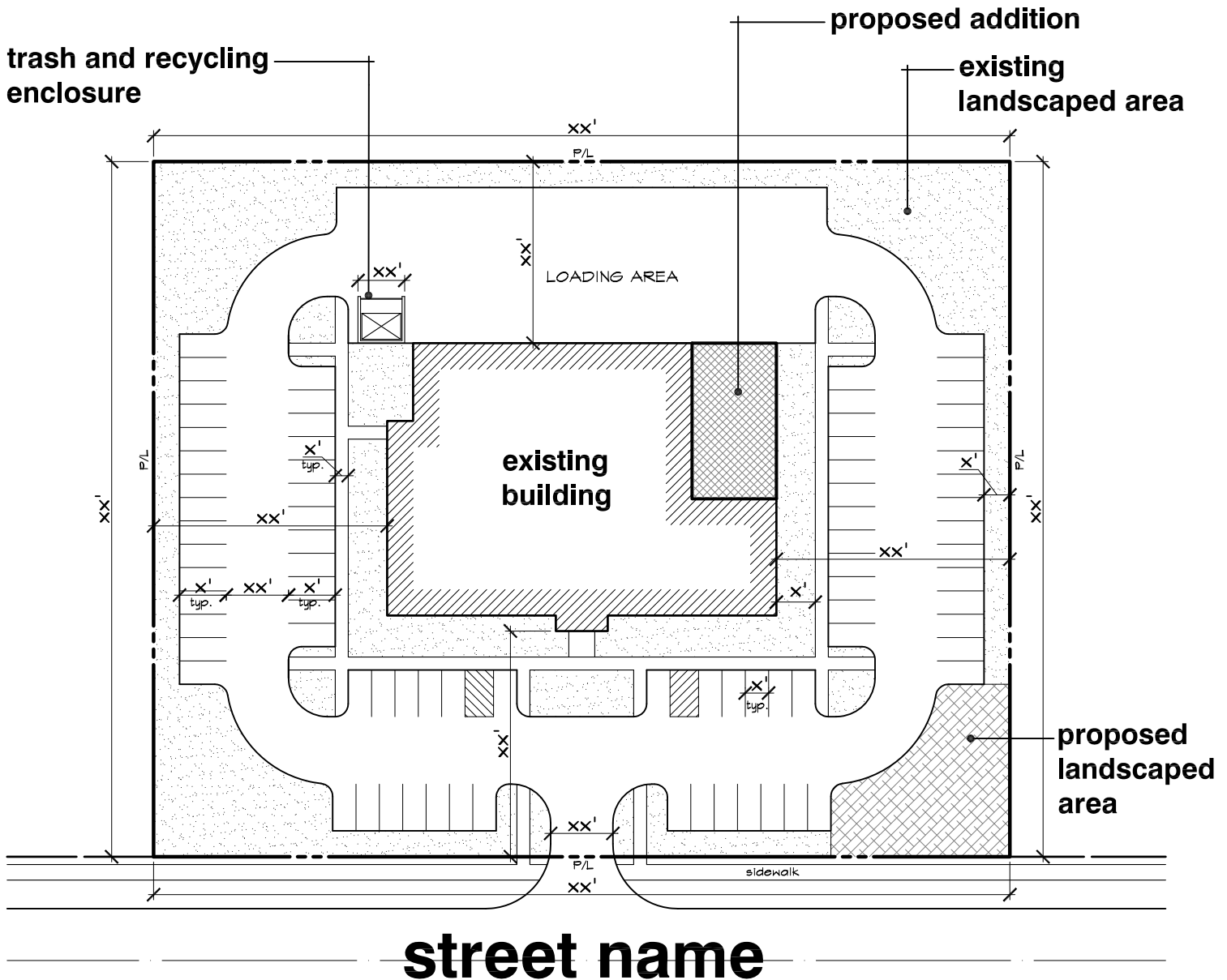
Step 6 → **Submit Completed Application to City Hall**

Submit the completed application to the Planning Department for approval. The normal processing time for a new Use Permit is one to two weeks. You will be contacted if any additional information is needed. You will receive notice of approval and a certificate by mail when your application has been approved.

Step 7 → **Display Use Permit Certificate in Prominent Location**

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)

City of Industry Example Site Plan



LEGEND

SITE PLAN DATA

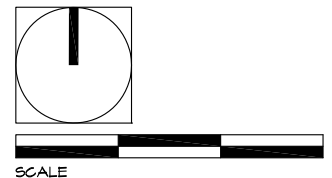
TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

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

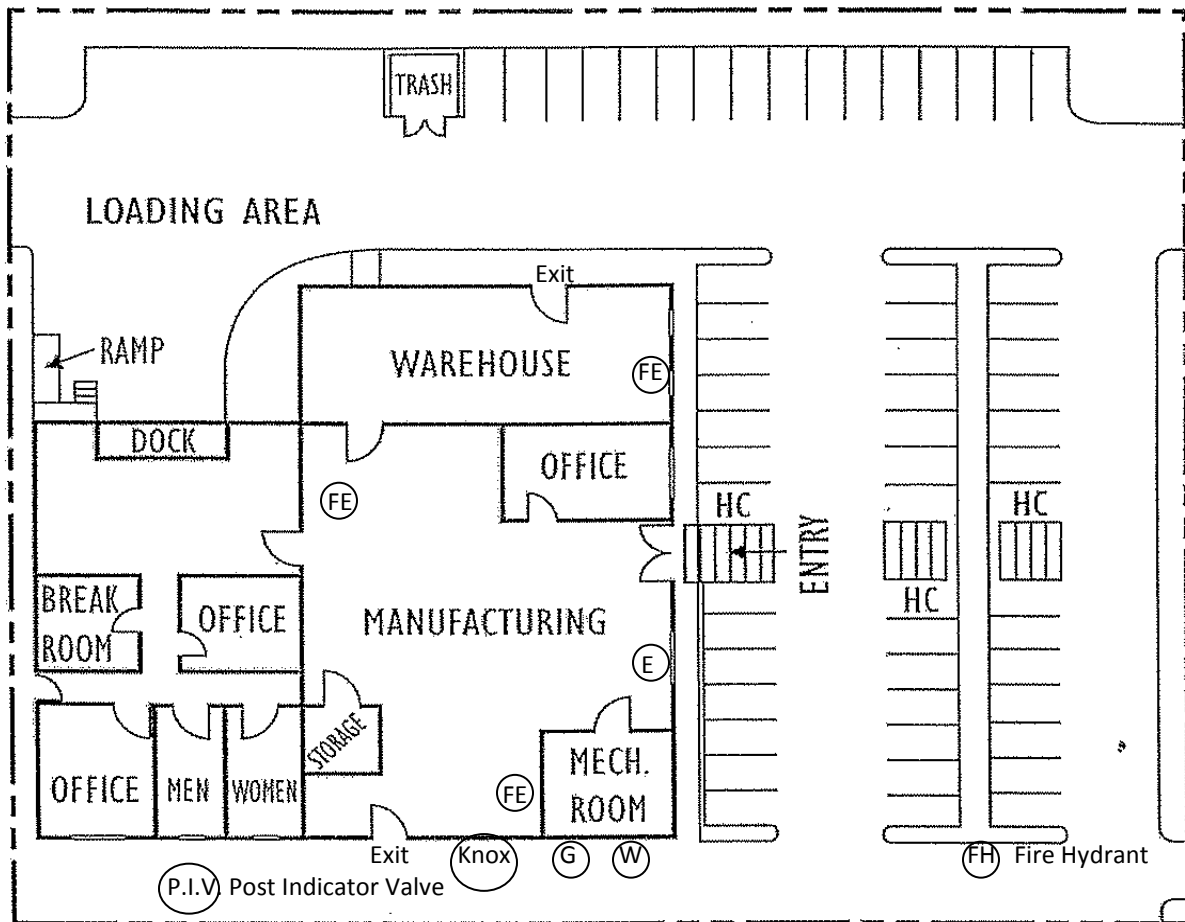
Please submit a site plan and floor plan for your site. The plan needs to show site layout, size and location on property: both in square feet, cross streets, parking and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, 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 Angeles County Fire Department requirement. Please see example below:

EXAMPLE

Floor Plan

Big Ben Furniture Company
12345 Gale Avenue, City of Industry

Gale Avenue



(G) Gas Shut-Off

(W) Water Shut-Off

(FE) Fire Extinguisher

(E) Electrical Panel

(Knox) Access Keys

(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
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 Hazardous Materials Declaration |
| Complete Fire Extinguisher Requirements | Complete High-Piled Combustible Storage Declaration |
| Complete Occupant Emergency Information Form | Include Floor and Site Plan |
| Provide Statement of Intended Use Letter signed by Business Owner or Authorized Agent | 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 than 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 you 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?

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.
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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



**CITY OF INDUSTRY
USE PERMIT 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.

17445 RAILROAD STREET
CITY OF INDUSTRY, CA 91745

SUPPLMENT B FORMS ARE SIGNED BY APPOINTMENT ONLY

You must **call** to set appointment.

(Do not attempt to set appointment in person)

Allow up to 48 hours for process.

Please contact Heather at:
(626) 855-5581 or (800) 442-6454 for appointment.

BUSINESS INFORMATION (please type or print clearly)

Business Name/DBA: _____ Phone: _____

Business Address: _____

Street

Zip

Contact Person's Name: _____ Title: _____

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: _____