



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
www.cityofindustry.org
planning@cityofindustry.org
Hours: 9:00 a.m. to 5:00 p.m.
(closed daily from 12:00 pm – 1:15 pm)

Step 2 → *Obtain Conditional Use Permit Application*

- Download the application from website
- Request an application by email: planning@cityofindustry.org
- Request an application by phone: 626-333-2211
- 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 → *Complete and Notarize Property Owner Consent Affidavit*

Step 5 → *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.

5200 Irwindale Ave. #210
Irwindale, CA 91706
Phone: (626) 430-3050

Step 6 → *Fill Out Solid Waste Generator (Form 104)*

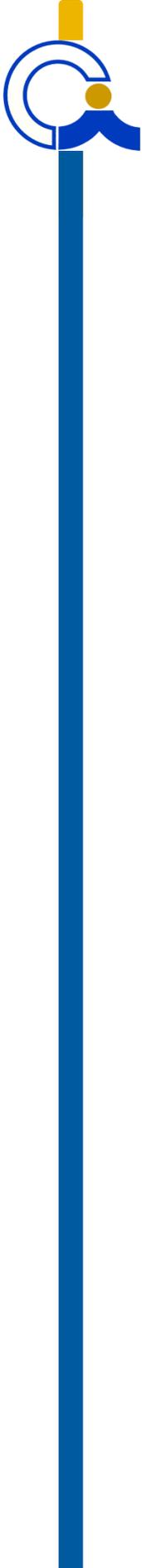
Step 7 → *Obtain Valley Vista Services Approval*

Take your completed application to Valley Vista Services to obtain approval. You must obtain a signature of approval on “Application for Commercial/Industrial Waste Service” prior to submittal.

17445 Railroad Street
City of Industry, CA 91745
(800) 442-6454

Step 8 → *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 9 → *Environmental Review*

City performs environmental review per CEQA

Step 10 → *Public Hearing Scheduled*

Public hearing with Planning Commission scheduled and legal notifications posted/distributed

Step 11 → *Public Hearing*

Planning Commission Action

Step 12 → *Approval*

Step 13 → *Display Conditional Use Permit Certificate in Prominent Location*



CITY OF INDUSTRY

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

CONDITIONAL USE PERMIT APPLICATION

It is the business owner's responsibility to complete this application and 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.

PROPOSAL

Location Address: _____
Street City Zip + 4

Describe in detail the type of business to be conducted and the daily operations of the business.

NAICS Code: _____ <http://www.naics.com/search/> SIC Code: _____ <http://www.osha.gov/pls/imis/sicsearch.html>

Days of operation: _____ Business Hours: _____ Number of Employees _____

APPLICANT INFORMATION

Applicant: _____ Title: _____ Phone: _____ Email: _____

Address: _____
Street City Zip + 4

BUSINESS INFORMATION

Business Name (DBA): _____

Corporation Name: _____

Mailing Address (if different then location address): _____
Street City State Zip + 4

Phone: _____ Fax: _____ E-mail Address: _____

Business Owner Contact (If different than applicant): _____ Phone: _____

PROPERTY OWNER INFORMATION (MUST COMPLETE AND NOTARIZE THE PROPERTY OWNER CONSENT AFFIDAVIT)

Property Owner: _____ Phone: _____

Address: _____
Street City Zip + 4

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.

Name (print or type): _____ Signature: _____ Date: _____

SUBMITTAL CHECKLIST – MAKE SURE THE BELOW ITEMS ARE COMPLETE BEFORE SUBMITTING APPLICATION FOR APPROVAL

- | | |
|--|--|
| <input type="checkbox"/> Verify use is permitted (contact Planning Department at 626-333-2211) | <input type="checkbox"/> Provide Floor and Site Plan |
| <input type="checkbox"/> Obtain approval on Supplement a Form from LA County Fire Department | <input type="checkbox"/> Provide copy of Owner's Affidavit |
| <input type="checkbox"/> Obtain approval on Refuse Application Form from Valle Vista Services | <input type="checkbox"/> Complete IMC Information Sheet |
| <input type="checkbox"/> Understand and accept standard conditions of approval (IMC Section 17.44.030) | <input type="checkbox"/> Complete Solid Waste Generator (Form 104) |

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx
The Department of Rehabilitation at www.rehab.cahwnet.gov
The California Commission on Disability Access at www.cdda.ca.gov.

To Be Completed By City Staff

Conditional Use Permit No. _____ Filing Date: _____ Accepted by: _____

Date Deemed Complete: _____ Date Approved: _____ Zoning/GP Designation: _____

Fees: Filing Fee _____ Environmental Fee Deposit _____ CA Dept Fish and Game Fee _____

Submittal Requirements for Conditional Use Permit

- Two (2) sets 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 aisles 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 Solid Waste Generator (Form 104)
- Completed Application for Commercial Waste
- 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 \$4,000 to \$15,000.00, 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.
- \$2,210.25 – California Department of Fish and Game Fee (separate check required). A Fee of \$3,070.00 is required if the project requires an EIR. *

*** 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

15625 East Stafford Street Suite 101 City of Industry CA 91744
(626) 333-2211 FAX (626) 961-6795
www.cityofindustry.org
planning@cityofindustry.org

**PROPERTY OWNER
CONSENT AFFIDAVIT FOR
CONDITIONAL USE PERMIT
APPLICATION**

****THIS FORM MUST BE NOTARIZED****

BUSINESS DESCRIPTION _____

BUSINESS LOCATION _____

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS DATE:
CITY OF INDUSTRY)

I/We, _____, _____, the **OWNER(s)** of the Real Property involved in this application, do hereby consent to the filing of this application. I/We do hereby appoint the following person(s) as my agent(s) to act on my behalf on the foregoing application:

OWNER'S AGENT: _____ Phone No. () _____
(e.g. Property Manager) (Printed Name of Agent)

Address of Owner's Agent: _____
(Number) (Street) (City) (State) (Zip)

OWNER: _____ **OWNER:** _____
(Signature) (Signature)

Address: _____ **Address:** _____
(Number) (Street) (Number) (Street)

(City) (State) (Zip) (City) (State) (Zip)

NOTE: A NOTARIZED OWNER'S AFFIDAVIT IS REQUIRED AS PARTY OF ALL APPLICATIONS. IF OWNERSHIP IS HELD OTHER THAN BY AN INDIVIDUAL, PROOF, IN THE FORM OF A SPECIAL POWER OF ATTORNEY, AUTHORIZED CORPORATE RESOLUTION, PARTNERSHIP AGREEMENT OR OTHER ACCEPTABLE DOCUMENT(S) SHALL BE SUBMITTED TO THE CITY ALONG WITH THE NOTARIZED SIGNATURES OF THOSE OFFICERS AUTHORIZED TO SIGN ON BEHALF OF THE CORPORATION OR PARTNERSHIP. PLEASE NOTE THAT OUR APPLICATION MAY NOT BE DETERMINED TO BE COMPLETE UNLESS AND UNTIL OWNERSHIP CAN BE VERIFIED.

FOR NOTARY USE ONLY

STATE OF _____)
COUNTY OF _____)
Subscribed and sworn to (or affirmed) before me this _____ day of _____ 20_____
by _____ by _____
(Printed Name of Owner As Signed Above) (Printed Name of Owner As Signed Above)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared to me.

NOTARY PUBLIC SEAL

Waiving the California Department of Fish and Wildlife CEQA Fee

Your project may be eligible to have the Fish and Wildlife Fees waived by the CDFW. Please see the following summary and go to the following website for complete information:

<http://www.dfg.ca.gov/habcon/ceqa/nedprocess.html>

If the fee is waived, return the written NED to the Planning Department

CDFW Summary Information

No Effect Determination (NED)

Pursuant to Fish and Game Code (FGC) Section 711.4(c)(1), all project applicants and public agencies subject to the California Environmental Quality Act (CEQA) shall pay a filing fee for each project. The filing fee will be waived however, if the project will have no effect on fish and wildlife.

NED Eligibility

CDFW may determine that a project would have no effect on fish and wildlife if:

- The project would **not** result in or have the potential to result in harm, harassment, or take of any fish and/or wildlife species.
- The project would **not** result in or have the potential to result in direct or indirect destruction, ground disturbance, or other modification of any habitat that may support fish and/or wildlife species.
- The project would **not** result in or have the potential to result in the removal of vegetation with potential to support wildlife.
- The project would **not** result in or have the potential to result in noise, vibration, dust, light, pollution, or an alteration in water quality that may affect fish and/or wildlife directly or from a distance.
- The project would **not** result in or have the potential to result in any interference with the movement of any fish and/or wildlife species.

Examples of Qualifying Projects

CDFW has previously found the following types of projects to have no effect on fish and wildlife:

- Development and redevelopment in highly urbanized or industrialized settings, typically within existing footprints, and demolition and rebuilding at sites where the project did not affect nearby animals, bat roosts, nesting birds, and other resources.

- Projects that are statutorily or categorically exempt from CEQA are not subject to the filing fee and do not require a NED.
- Minor zoning changes that did not lead to or allow new construction, grading, or other physical alterations to the environment.
- Minor modifications to existing structures including addition of a second story to single or multi-family residences.
- Approval of administrative regulations, school, or special district redistricting, and air quality improvement plans subject to CEQA that did not authorize activities that could cause effects on fish and wildlife, or physical alterations to the environment.

NED Process

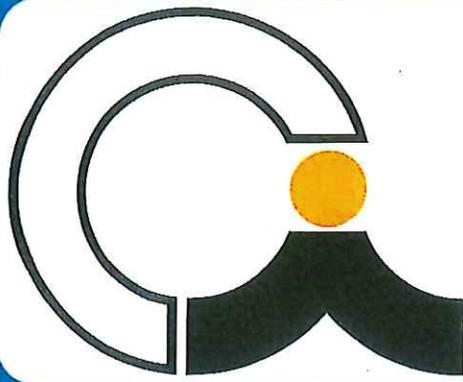
Submitting a Request

If you anticipate that your project will have no effect on fish and wildlife, please contact the appropriate regional office; and

- Complete a [NED Request Form](#) and send to the appropriate [Regional Office](#) with the environmental document. Documents submitted in digital format are preferred (e.g., email, compact or digital videodisk).
- If you receive a NED, keep the original NED for your records and submit two copies to the county clerk (for local agencies) or Office of Planning and Research-State Clearinghouse (state agencies) along with the Notice of Determination (14 CCR Section 753.5(c)(2)). Certified Regulatory Program applicants please keep the original NED for your records and submit a copy to the Natural Resources Agency along with the Notice of Decision.

Finding No Effect

If CDFW determines a project will not have a potential effect on fish, wildlife, or habitat, then CDFW staff will provide the project applicant a written NED. The lead agency shall retain the written NED and file a copy with the NOD or a Notice of Decision. Only a CDFW-issued NED form will be accepted in lieu of the CEQA filing fee.



CITY OF INDUSTRY

Commercial Recycling and Use Permit Policies

This brochure provides a summary of the requirements for commercial recycling, electronic waste, and generator permits in the City of Industry. In addition, the back page of this brochure provides information about the city use permits (or "business license") required to establish any business in the City of Industry.

MANDATORY COMMERCIAL RECYCLING

Background

- In 1989, the State of California enacted the Integrated Waste Management Act (AB 939), which requires all municipalities to develop and implement programs aimed at diverting waste from landfills by 50% by the year 2000.
- In 2011, Governor Brown signed into law a mandatory commercial recycling bill (AB 341), requiring all businesses that generate at least four cubic yards of waste per week to implement a commercial recycling program in an effort to reach the goal of 75% recycling by the year 2020.
- These acts require that each jurisdiction in California implement a mandatory commercial recycling program consisting of: (1) education and outreach to explain the recycling requirements and methods, and (2) monitoring to identify businesses that are not meeting their requirement to recycle and to inform them of recycling requirements.

Requirements

In response, the City of Industry City Council updated Chapter 8.20 of the Industry Municipal Code. Chapter 8.20 covers all entities that engage in the generation, collection, conveyance, salvage, or transportation of any solid waste, semi-solid waste, or recyclable material from any location within the City. Chapter 8.20 requires those entities to obtain a permit from the City and adhere to the requirements of the ordinance.

Chapter 8.20 requires businesses within the City of Industry to:

1. Obtain a **Solid Waste Generator Permit**; and
2. Identify the recycling method that the business chooses to employ.

More details about this two-step process are included on the following page.

More information about recycling, please contact the program consultant:

Waste Systems Technology, Inc. • Jeff Duhamel • (562) 432-3700 • JD@WasteSystemsTech.com

Visit the City of Industry's website at www.cityofindustry.org to review the Municipal Code or obtain applications.

CITY OF INDUSTRY COMMERCIAL RECYCLING REQUIREMENTS

Chapter 8.20 requires businesses within the City of Industry to follow two steps to ensure their commercial recycling complies with city and state requirements.

Step 1: Obtain a Solid Waste Generator Permit.

- Each business that generates at least four cubic yards of solid waste per week, or chooses the "Recyclable Materials Collector Option" below, must obtain a **Solid Waste Generator Permit** by submitting a **Solid Waste Generator Permit** application, available at City Hall and on the City's website at <http://www.cityofindustry.org> (Form 104).
- You will not be charged a fee to apply for a **Solid Waste Generator Permit**.
- Your **Solid Waste Generator Permit** application will be reviewed within 30 days. If your application is incomplete, you will be advised in writing about what additional information or material is needed to complete your application.
- The **Solid Waste Generator Permit** must be updated if there is any change in the location of your business, contact personnel, or types of recyclable materials generated.

Step 2: Choose between three options for the collection of recyclable materials generated at the site.

1. **Regular Solid Waste Disposal Option** – The generator may include the recyclable materials with the normal solid waste disposal through Valley Vista Services, the City's franchised collector. Valley Vista will separate, recycle, and prepare the required monthly reports. ***Should a generator not indicate a preference, this option will be the default program.***
2. **Self-Haul Option** – The generator may obtain a **Self-Haul Permit** and assume responsibility for placing the recyclable materials in bins, hauling the materials, and preparing the required monthly reports. Self-haulers must obtain a **Self-Haul Permit** from the City.
3. **Recyclable Materials Collector Option** – The generator may hire one of the City's permitted collectors to recycle the material and prepare the required monthly reports. Contact Waste Systems Technology for a list of permitted commercial recyclers. All diversion, including cardboard, synthetics, fibrous materials, plastics, wood, construction materials, food waste or organic waste, must be reported to the City via the recycling permit program. Each recycler is required to obtain a **Recycling Permit** and submit monthly reports indicating the type and quantity of materials recycled. Each generator that selects the recyclable materials collector option must place the recyclable materials in approved bins. (Please note that failure to procure necessary permits and comply with the reporting requirements of Chapter 8.20 may result in legal actions against the recycler.)



CITY OF INDUSTRY

Incorporated 1957

SOLID WASTE GENERATOR REGISTRATION - (Form 104)

GENERATOR INFORMATION: (PLEASE TYPE OR PRINT)

*Company Name: _____

*Site Address: _____

*City: City of Industry State: California

*Zip Code: _____

*Mailing Address: _____

*City: _____ *State: _____

*Zip Code: _____

*Primary Contact: _____

*Phone: _____

*Email: _____

*Title: _____

Secondary Contact: _____

Phone: _____

Email: _____

Title: _____

*** Required Information**

I opt-out of receiving City of Industry official information via email.

1. Does your location have an existing "Commercial Recycling Program" serviced by a collector? **Yes** **No**
2. Does your location have an existing "Organics Recycling Program" serviced by a collector? **Yes** **No**
3. If you answered yes to either 1 or 2 above, please identify your collector(s): _____
(Then check the option "C" below)
4. If you answered "NO" to either 1 or 2, please identify either option "A" or "B" for managing your recyclable materials.

Chapter 8.20 of the City of Industry Municipal Code requires that **each business** located in the City **register** as a solid waste generator (trash/rubbish/refuse) and choose between the three options below (A, B, or C) for the collection of recyclable materials generated on site.

Please indicate your preferred option for managing recyclables:

- A) Solid Waste Option** – The generator may include the recyclable materials with their solid waste disposal through Valley Vista Services. Valley Vista will separate, recycle, and prepare the required reports.
- B) Self-Haul Option** – The generator may obtain a self-haul permit and assume full responsibility for placing the recyclable materials in approved bins, hauling the materials, and preparing the required monthly reports. Self-haulers must obtain a Self-Haul Permit from the City and haul the recyclable materials to a registered recycling facility.
- C) Recyclable Collector Option** – The generator may contract with one of the City's permitted collectors to recycle the material(s) per the requirements of chapter 8.20 of the I.M.C.

Name: _____

Title: _____

Signature: _____

Date: _____

Please remit via fax to: (866) 963-0137, or email: info@WasteSystemsTech.com, or
Mail to: City of Industry, P.O. Box 3366, City of Industry, California 91744-0366



CITY OF INDUSTRY
APPLICATION FOR COMMERCIAL/INDUSTRIAL WASTE SERVICE

Applications will not be accepted without this form signed by Valley Vista Services and attached to the 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 businesses operating in the City of Industry.

(800) 442-6454
Valley Vista Services
17445 RAILROAD STREET
CITY OF INDUSTRY, CA 91745

BUSINESS INFORMATION (please type or print clearly)

Business Name/DBA: _____ Phone: _____

Service Address: _____
Street Zip

Billing Address: _____
Street City/State Zip

Requested by: _____ Title: _____

SIGNATURE OF CUSTOMER.

DATE

****Payment of a deposit in the amount two times the monthly service charge is required for any refuse collection service ordered in any case where the owner of the affected property is not ordering the service. For temporary customers, deposit required will be based on a waste flow projection.**

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.

Type of Request: 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 _____

Account# _____ Deposit Amount _____



**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:

5200 IRWINDALE AVE. #210
IRWINDALE, CA 91706
Phone: (626) 430-3050

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)

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



COUNTY OF LOS ANGELES FIRE DEPARTMENT FIRE PREVENTION DIVISION

East Region Industry Office

5200 Irwindale Ave. #210, Irwindale, CA 91706

Office (626) 430-3050

Hours of Operation M-F 8am – 4pm Closed Daily 12-1pm

Form 30 (5/14)

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

	<u>YES</u>	<u>NO</u>
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)	<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 system</u> 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 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>lumberyard or wood working plant, which</u> 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 operations</u> ?	<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 or 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 YES, 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:

- 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:
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 (**Must be typewritten 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**). **MUST BE IN 8 ½” X 11”**

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 to 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 six 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 6,000 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 3,000 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 4,000 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)
MUST BE TYPEWRITTEN

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

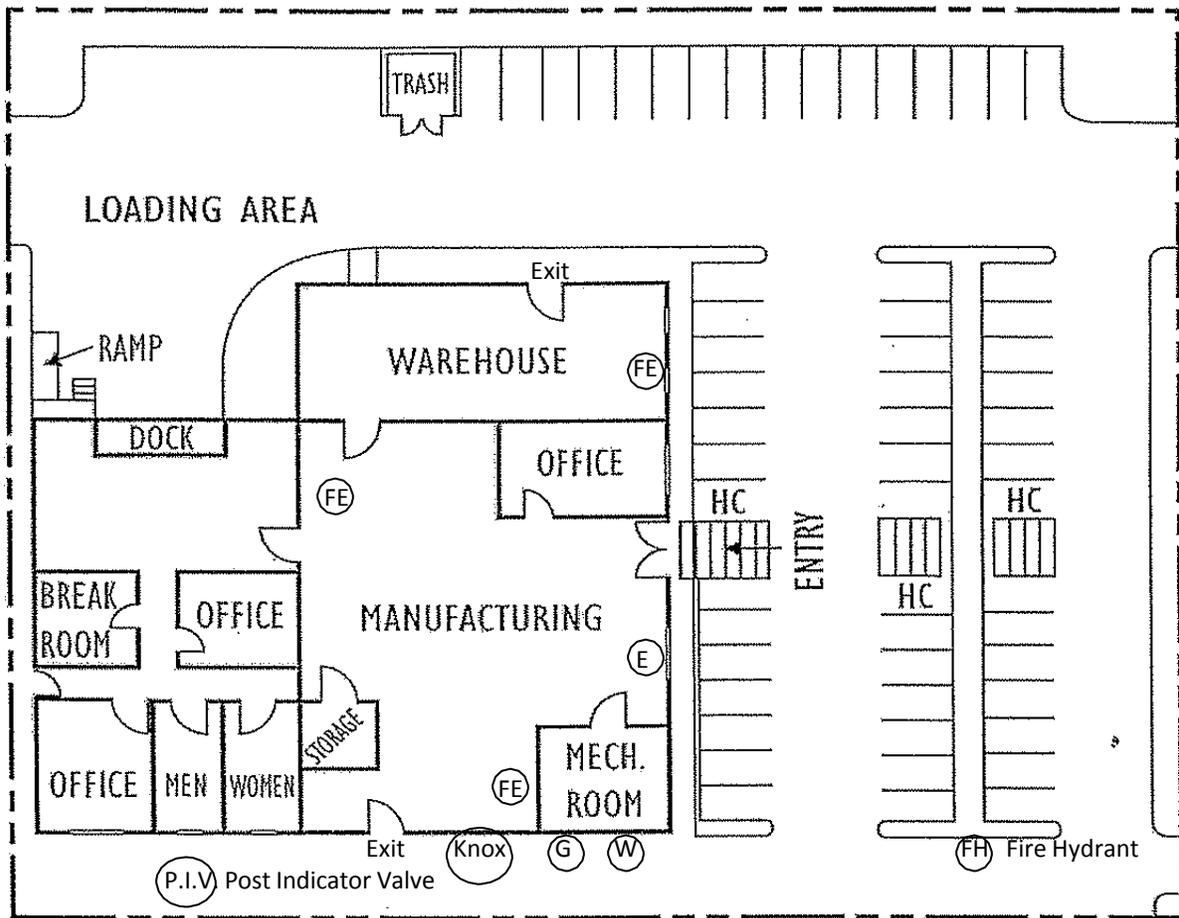
County of Los Angeles Fire Prevention Division

Floor Plan Example

Please submit an 8 1/2" x 11" 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:

Big Ben Furniture Company
 12345 Gale Avenue, City of Industry

Gale Avenue



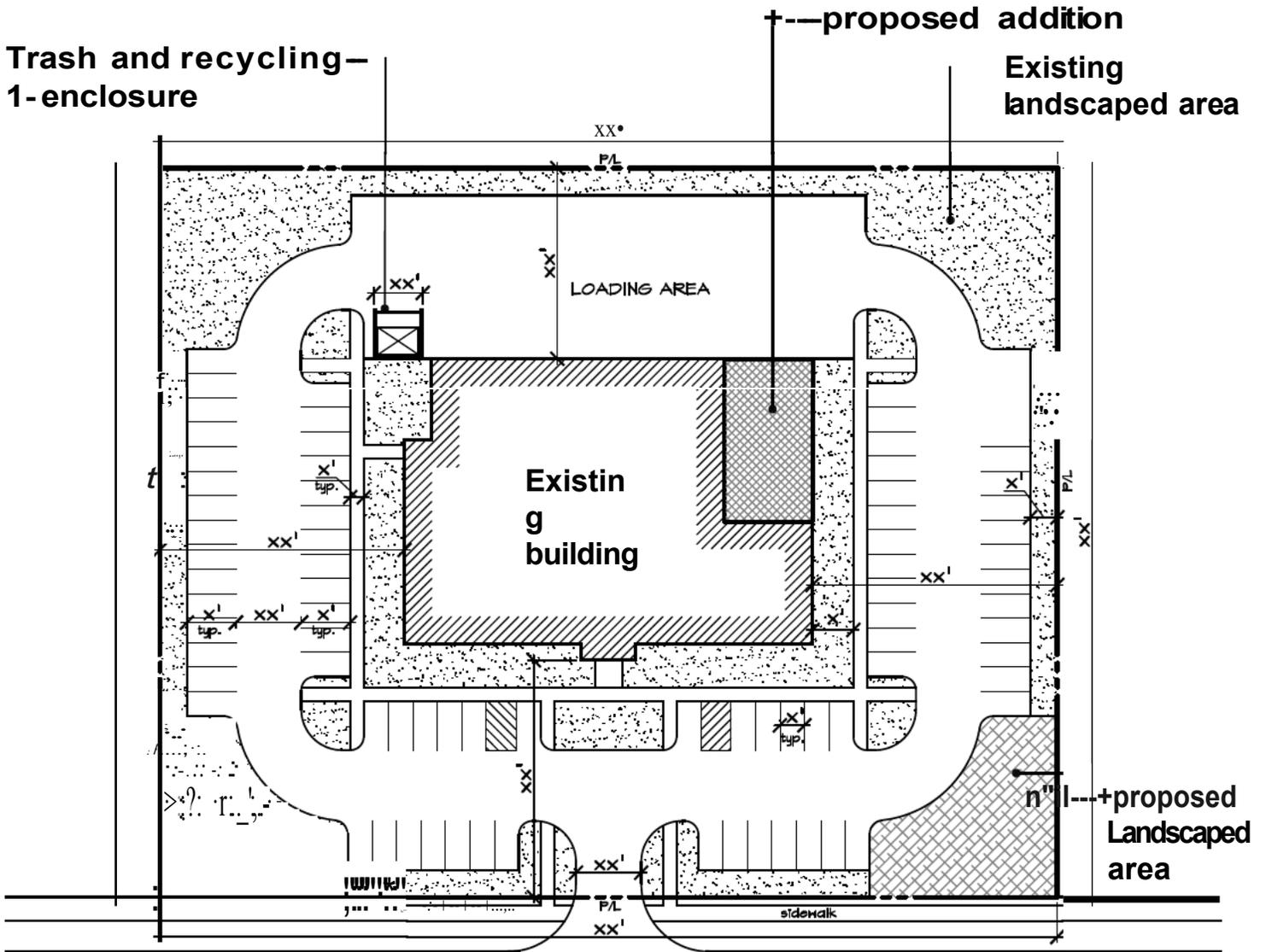
- (G) Gas Shut-Off
- (FE) Fire Extinguisher
- (Knox) Access Keys
- (W) Water Shut-Off
- (E) Electrical Panel
- (FH) Fire Hydrant

Gross Building Area:

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

Fire Prevention Division - Industry

Example Site Plan



LEGEND

SITE PLAN DATA

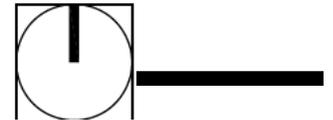
TOTAL SITE AREA:	XX AC
Existing BUILDING AREA:	XX AC
PROPOSED BUILDING AREA:	XX AC
TOTAL Building AREA:	XX%
REGIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	

LANDSCAPE DATA

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

PARKING DATA

TOTAL PARKING REQUIRED:	
TOTAL PARKING PROVIDED	XX SPACES 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 requirements to provide some information that is not relevant to the proposal however this may 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 requirement. Ten minutes can save a lot of time and expense.

SAMPLE "C"

ON RAMP

OFF RAMP

POMONA FREEWAY

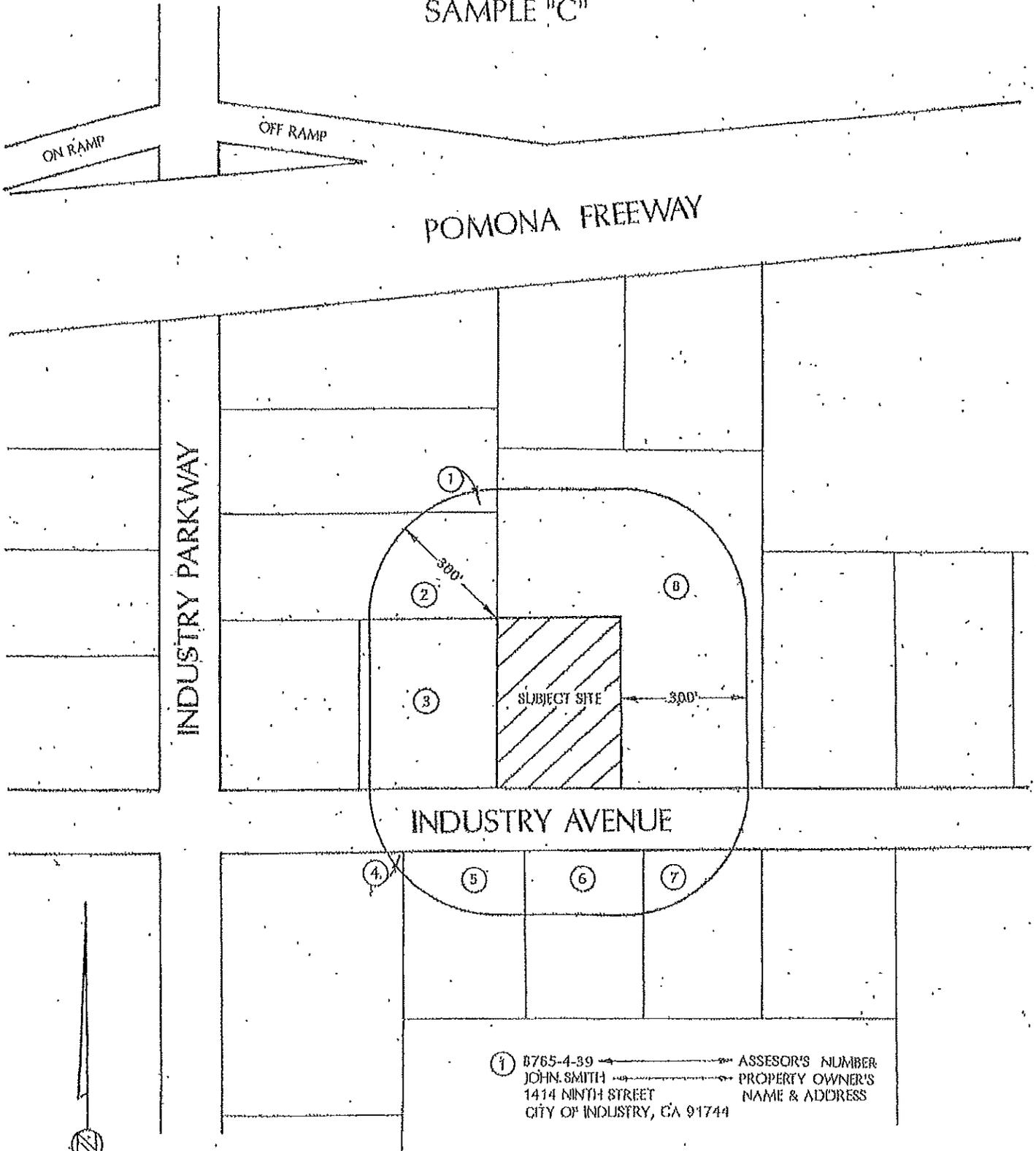
INDUSTRY PARKWAY

INDUSTRY AVENUE

① 8765-4-39 ← ASSESSOR'S NUMBER
 JOHN SMITH ← PROPERTY OWNER'S
 1414 NINTH STREET NAME & ADDRESS
 CITY OF INDUSTRY, CA 91744



SCALE : 1" = 300'





South Coast
Air Quality Management District
 21865 Copley Drive, Diamond Bar, CA 91765-4182
 (800) 388-2121 • [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 (SCAQMD).

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 SCAQMD. If you answered "Yes" to either question, you must contact SCAQMD to determine if air quality permits are required. If permits are needed, SCAQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can contact SCAQMD's Small Business Assistance Office at 1-800-388-2121 or by email at: smallbizassistance@aqmd.gov.



INDUSTRY MANUFACTURERS COUNCIL

Chamber of Commerce for the City of Industry

15651 Stafford Street City of Industry, CA 91744-4497

(626) 968-3737 Fax: (626) 330-5060

www.industrychamber.org

DIRECTORY LISTING INFORMATION FORM

ALL BUSINESSES IN THE CITY OF INDUSTRY are included in a database which is maintained by the Industry Manufacturers Council (Chamber of Commerce for City of Industry). The information provided on this form **WILL BE ADDED** to the database and published in a printed and on-line version of the **CITY OF INDUSTRY BUSINESS DIRECTORY.**

DATE: _____

PHONE: () _____ () _____ FAX () _____

EMAIL: _____ WEBSITE: _____

COMPANY NAME: _____

CORPORATE OFFICER: _____ TITLE (C.E.O., PRES. ETC.): _____

ADDRESS: _____

PO BOX: _____ CITY: _____ ZIP+4: _____

DESCRIPTION OF BUSINESS: _____

MAIN INDEX CATEGOTRY (I.E., ADHESIVES, CHEMICALS, PLASTICS, ETC.)

AREA OF PRODUCT DISTRIBUTION:

CNTY: _____ STATE _____ REG _____ NAT'L _____ IMPORT _____ EXPORT _____ INT'L _____

COMPANY HEADQUARTERS LOCATED: _____

(City and State)

MFG: _____ NON-MFG: _____ NUMBER OF BRANCHES: _____ NUMBER OF EMPLOYEES: _____

(This location only)

FREE

Help for Small Businesses

The South Coast Air Quality Management District has a team of engineers and inspectors specifically designated to help small businesses (100 or fewer employees or with annual gross revenues up to \$5 million) understand and comply with air quality rules and regulations.

The Small Business Assistance team can help you:

- Understand the rules that apply to your business.
- Identify equipment that requires a permit.
- Apply for air quality permits.
- Properly keep required records.
- Make sure the coatings, inks, solvents, and other materials you are using meet SCAQMD rules.
- Seek a temporary variance from rules if needed.
- Apply for financial assistance for environmentally friendly dry cleaning equipment.
- Seek assistance with fee related issues.



No Fault On-Site Inspections

For assistance, or a free on-site consultation,

Call 1-800-388-2121

Staff available Tuesday through Friday



South Coast Air Quality Management District
www.aqmd.gov

Cleaning the air that we breathe...™