

**City of Pico Rivera**  
**Certificate of Occupancy Application**  
**Community Development Department**

6615 Passons Blvd. Pico Rivera, CA 90660 – Tel: (562) 801-4360

**Type of Application:**

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

**FOR DEPARTMENTAL USE ONLY**

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

**This is a Certificate of Occupancy for the above stated use when properly filled out, signed by the applicant and approved by the Building Official.**

# CERTIFICATE OF OCCUPANCY: SOME POINTERS

To expedite the Certificate of Occupancy review, please include the following information on the application:

## INDUSTRIAL USES

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

## COMMERCIAL USES

- Brief business operation description
- Number of employees
- Hours of operation/days of the week
- Square footage of building

As part of the review process, the Community Development Department will also conduct a site inspection to determine if the following improvements would be required:

## INDUSTRIAL USES

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

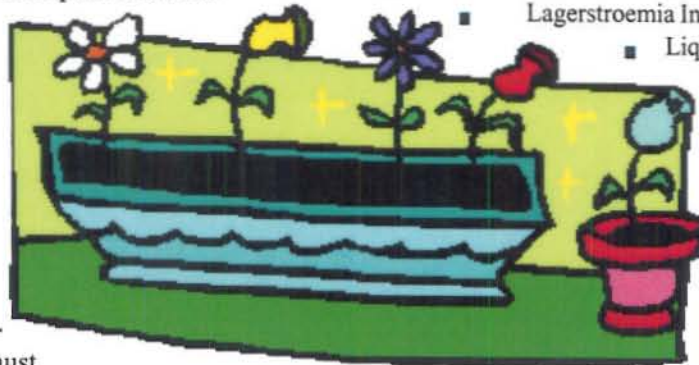
## COMMERCIAL USES

- Relandscaping of existing planters

In the event that the noted improvements are necessary, occupancy of the building will not be delayed. However, the improvements must be completed within 30 days of building occupancy.

Following is a list of acceptable plant material for you to choose from. Please be aware that where suitable, landscaping is minimally expected to include trees and ground cover.

It is also important to note that if you intend to do any interior building improvements or install industrial equipment, floor plans must be submitted and approved by the Building Division prior to occupancy. **Industrial equipment requires examination for safety by an independent testing agency. If your business uses industrial equipment, contact the Building Division for more information.**



# ACCEPTABLE LANDSCAPE PLANT MATERIAL

## GROUND COVER

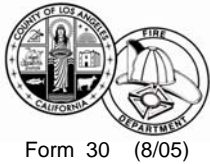
- Ajuga Reptans
- Aptenia Cordifolia (Red Apple)
- Arctotheca Calendula (Cape Weed)
- Carissa Grandiflora "Green Carpet" (Natal Plum)
- Crassula Multicava
- Gazanias
- Hedera Helix "Hahnsii" (Hahn's Ivy)
- Trachelospermum Jasminoides (Star Jasmine)
- Vinca Minor (Dwarf Periwinkle)

## ACCENTS AND LOW/MEDIUM GROWING SHRUBS

- Agapanthus Africanus (Lily of the Nile)
- Alyssum Cruciferae (Border Accent)
- Buxus Japonica (Japanese Boxwood)
- Carissa Grandiflora "Tuttle" (Natal Plum)
- Conuoluuus Cneorum (Bush Morning Glory)
- Echium Fastuosum (Pride of Madeira)
- Hebe Buxifolia (Boxleaf Hebe)
- Hebe "Evansii"
- Hemerocallis LiLiaceae (Daylilly)
- Lavandula Vera (English Lavender)
- Nerium Oleander (Dwarf Variety)
- Pittosporum Tobira "Wheelerii"
- Podocarpus Macrophyllus "Maki"
- Raphiolepis Indica "Ballerina"
- Raphiolepis Indica "Clara"
- Raphiolepis Indica "Enchantress"
- Raphiolepis Indica "Pink Lady"

## TREES

- Acacia Baileyana (Bailey Acacia)
- Ceratonia Siliquia (Carob)
- Chorisia Speciosa (Floss Silk Tree)
- Cupaniopsis Anacardiodes (Carrotwood)
- Eucalyptus Globulus Comparta (Dwarf Blue Gum)
- Eucalyptus Rudis (Flooded Gum)
- Eucalyptus Sideroxylon (Rosea)
- Ficus Microcarpa retusa (Indian Laurel Fig)
- Geijera Parviflora (Australian Willow)
- Keolreuteria Paniculata (Golden Rain Tree)
- Lagerstroemia Indica (Crape Myrtle)
- Liquidambar Styraciflua
- Melaleuca Leucadendra (Cajeput Tree)
- Melaleuca Linarifolia (Flax Leaf Paper Bark)
- Nerium Oleander (Oleander)
- Olea Europaea "Mission" (Mission Olive)
- Phoenix Roebelenii (Pygmy Date Palm)
- Photinia Fraseri (Small Tree)
- Quercus Ilex
- Schinus Molle (California Pepper Tree)
- Schinus Terebinthifolius (Brazilian Pepper Tree)
- Sterculia Diversifolia (Bottle Tree)
- Tristania Conferta (Brisbane Box)



# COUNTY OF LOS ANGELES FIRE DEPARTMENT FIRE PREVENTION DIVISION

## 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 your store or handle an aggregate quantity <u>aerosol products</u> in excess of 500 lbs.?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will you install or operate a stationary <u>lead-acid battery system</u> more than 100 gallons?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you produce dust or loose <u>combustible fibers</u> in excess of 100 cubic feet?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will you be storing more that 2500 cubic feet of <u>combustible materials</u> (boxes, rubber)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will you store, handle or use <u>compressed gases</u> ? (Table 105-A)	<input type="checkbox"/>	<input type="checkbox"/>
6. Will you produce, store or handle <u>cryogen</u> s? (Table 105-B)	<input type="checkbox"/>	<input type="checkbox"/>
7. Will you engage in the business of <u>dry cleaning</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will you conduct an operation which produces <u>combustible dusts</u> (i.e. flour, magnesium)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will you have any <u>explosives or blasting agents</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will you store, handle, use or dispense <u>flammable or combustible liquids</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will you store, transport on site, dispense, use or handle <u>hazardous materials</u> ? (Table 105-C)	<input type="checkbox"/>	<input type="checkbox"/>
12. Will you have over 500 square feet of <u>high-piled combustible storage</u> ? (>12 feet)	<input type="checkbox"/>	<input type="checkbox"/>
13. Will you store, handle or use <u>liquefied petroleum gases</u> (LPG)?	<input type="checkbox"/>	<input type="checkbox"/>
14. Will you melt, cast, heat treat or grind more than 10 lbs. of <u>magnesium</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
15. Will you have a motor vehicle <u>fuel-dispensing station</u> ?	<input type="checkbox"/>	<input type="checkbox"/>

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 16. Will you manufacture more than 1 gallon of <u>organic coating</u> per day?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Will you operate an <u>industrial baking or drying oven</u> ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Will you operate a <u>place of assembly</u> (Drinking, Dining, or Gathering) for more than 50 people?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Will you store or handle <u>radioactive materials</u> ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Will you have a <u>refrigeration</u> system with >220 lbs. Group A1 or >30 pounds of any other refrigerant?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Will you operate a <u>repair garage</u> for servicing or repairing automobiles?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Will you be conducting <u>hot work</u> (welding, cutting or use flame producing devices or torches)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Will you <u>apply flammable or combustible liquids</u> (Spray booth, Dip tank, Powder Coating, Rolling)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Will you store over 1000 cubic feet of <u>tires</u> in an outside area?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Will you <u>store, lumber, wood chips, hogged material or plywood</u> in excess of 200 cubic feet?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Is your building equipped with automatic fire sprinklers? If YES then:  | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>a) Calculated sprinkler system _____ GPM/SqFt _____ Design Area (i.e. .3/3000)<br/>(Density and certification information can usually be found on labels on the main sprinkler system riser for each system)</li> <li>b) Pipe Schedule (non-calculated) sprinkler system, Date system installed _____</li> <li>c) Early Suppression Fast-Response (ESFR) sprinkler system _____ PSI ESFR K Factor _____</li> <li>d) Other type Sprinkler System – list type and location: _____</li> <li>e) Date of last sprinkler system 5 year certification (Title 19 CCR) – LA County Form 410C: _____</li> <li>f) Fire sprinkler alarm monitoring company: _____</li> </ul> |                          |                          |
| 27. Is your building equipped with automatic fire detection (smoke detector, heat detector, manual pull)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>a) Date of last alarm system certification: _____</li> <li>b) Alarm monitoring company: _____</li> </ul>   |                          |                          |

### **PART III – Intended Use Statement**

1. Number of employees: \_\_\_\_\_
2. Hours of operation: \_\_\_\_\_ To \_\_\_\_\_
3. Describe the method of disposing of combustible or hazardous waste materials.

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4. **SUBMIT 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. Explain any alterations to the building that are planned. **(See attached example).**
5. **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).**

6. **FIRE EXTINGUISHER REQUIREMENTS:**

- Light Hazard occupancy (office, classrooms, medical offices, etc.) 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.
- Ordinary Hazard occupancy (mercantile storage, dining areas, and display, warehouses, light manufacturing) Provide a minimum of (1) 2A20BC 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.
- Extra Hazard occupancy (Hazardous Materials, flammable liquid, vehicle repair, cooking areas, woodworking uses) Provide a minimum of (1) 4A40BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 2000 square feet and the travel distance to a fire extinguisher shall not exceed 50 feet from any point.
- Kitchen Hood System – One Class K fire extinguisher shall be placed within 30 feet of all grease cooking operations in a commercial kitchen. (No "A or C" rating shall be mounted near kitchen hood system.) (ABC multi-purpose fire extinguishers may compromise the powder in fixed kitchen hood systems.)

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NOTE: These are typical minimum requirements. The inspector may require more fire extinguishers due to special operations or processes being used. For example spray booths, special electrical hazards, exotic metals, and other situations will require increased protection.

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7. **HAZARDOUS MATERIALS DECLARATION**

- THIS BUILDING WILL USE HAZARDOUS MATERIALS IN EXCESS OF NON-REPORTABLE AMOUNTS.**
- THIS BUILDING WILL NOT USE HAZARDOUS MATERIALS OR USES NON-REPORTABLE AMOUNTS.**

**NON-HANDLER DECLARATION**

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 IV – High Piled Combustible Storage:

In Article 2 of the County of Los Angeles Fire Code, high pile 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 is 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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TO OBTAIN A STAMP FROM THE FIRE DEPARTMENT YOU MUST BRING THE FOLLOWING ITEMS TO THE JURISDICTIONAL FIRE PREVENTION OFFICE:

- THIS COMPLETED FORM
- A SIGNED, LEGIBLE LETTER (PART III, NUMBER 4.)
- A SITE PLAN/FLOOR PLAN (PART III, NUMBER 5.)

### 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.lacofd.org](http://www.lacofd.org), 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.

# Occupant Emergency Information

See reverse side for explanations

## 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: (\_\_\_\_) \_\_\_\_\_

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

April 26, 2002

To Whom It May Concern:

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

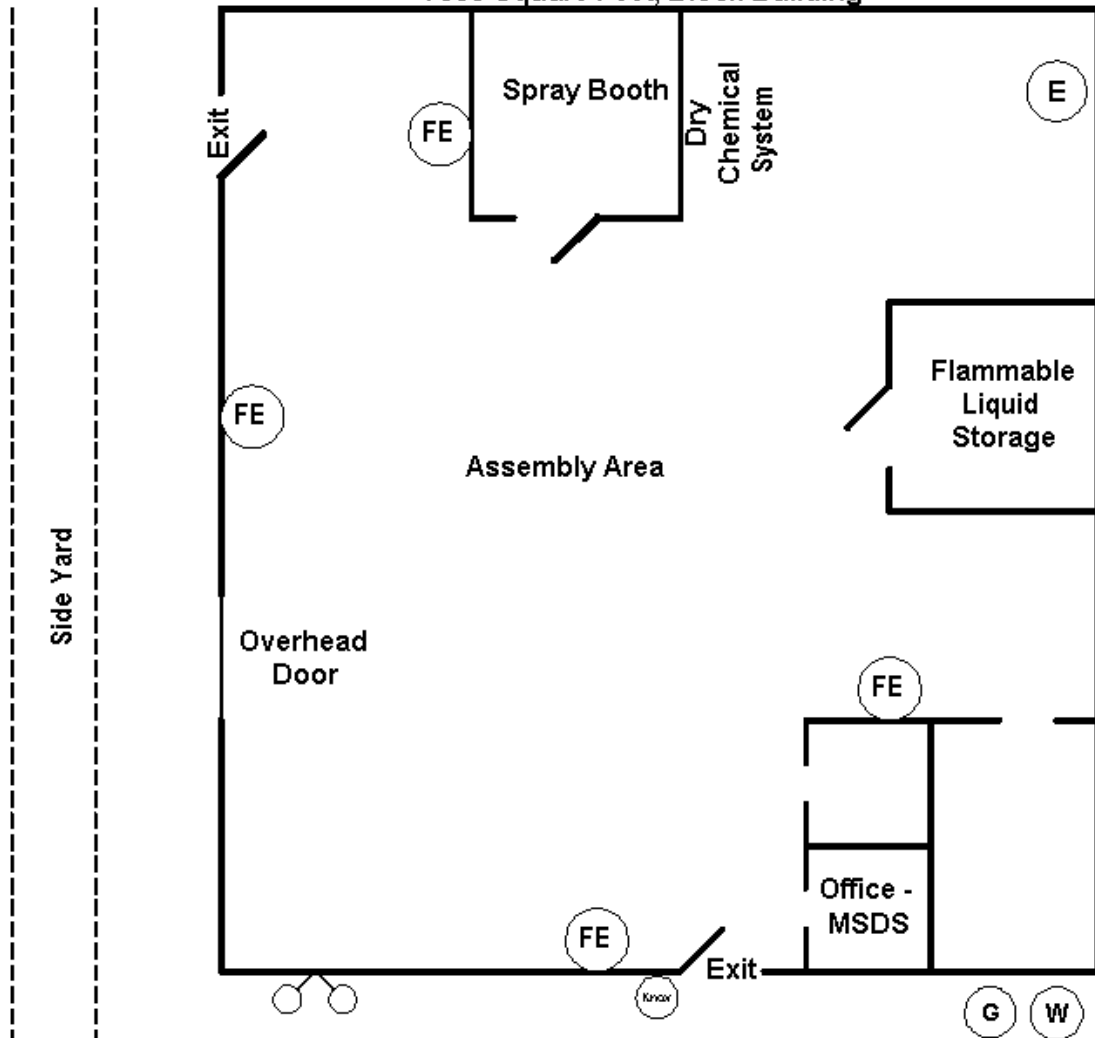
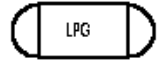
1. Operations conducted in the building are as follows:
  - a) Upholstery – manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
  - b) Plastic furniture – manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming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

Sincerely,

John J. Jones  
President

JJJ:ab

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



P.I.V. Post Indicator Valve

Fire Hydrant

# SAMPLE FLOOR PLAN

Gale Avenue

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