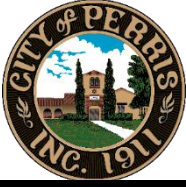


PERMIT #



Development Services Department
Building & Safety Division
135 N. D Street Perris, CA. 92571
(951) 943-5003
www.cityofperris.org

NON-CONSTRUCTION CERTIFICATE OF OCCUPANCY

Prepare for your permit

Before you can start this application/permit **you will need the following:**

- ☐ A completed Application
- ☐ Dimension Floor Plans (see attached example)
- ☐ Site Plan - Must show the general layout of the building site or the location of the suite.
- ☐ Accessibility Site plan: Indicate accessible path of travel from accessible parking and public transportation to accessible entrance.
- ☐ Eastern Municipal Water District (E.M.W.D.) It is your responsibility to contact (fees may be applicable).

STREET ADDRESS _____ **UNIT** _____ **APN** _____

BUSINESS NAME: _____

DESCRIPTION OF BUSINESS: _____

SQUARE FOOTAGE: _____ **YEAR BUILT:** _____ **OCCUPANCY TYPE:** _____

CONSTRUCTION TYPE: _____ **OCCUPANT LOAD:** _____

TYPE OF PERMIT: ☐ Commercial * ☐ Industrial

APPLICATION TYPE: ☐ New Business * ☐ Change of Ownership

* ☐ Change of Business Use. If so, from _____, to _____.

FIRE SPRINKLERS: ☐ Yes ☐ No

SHELVING OF STORAGE RACKS OVER 5'9 FT: ☐ If Yes, please see #1a on the Fire Life Safety Inspection Checklist.
☐ If No, please see #1b on the Fire Life Safety Inspection Checklist.

CHEMICAL USE OR STORE: ☐ No ☐ If Yes, please see #2 on the Fire Life Safety Inspection Checklist.

FOOD PREPARATION: ☐ No ☐ If Yes, please see #3 on the Fire Life Safety Inspection Checklist.

OWNER/TENANT

Name: _____ Contact: _____

Business Name: _____ Contact: _____

Mailing Address: _____

Office#: _____ Mobil#: _____ Email: _____

APPLICANT

Name: _____ Contact: _____

Mailing Address: _____

Office #: _____ Mobile #: _____ Email: _____

APPLICANT SIGNATURE: _____ **DATE:** _____



CITY OF PERRIS ♦ ♦ ♦ FIRE LIFE & SAFETY

135 N. 'D' Street ♦ Perris ♦ CA ♦ 92571 ♦ Telephone (951)943-5003 ♦

Fire Safety Inspection Checklist

APPLICANT INITIALS BELOW

- _____ 1. For any racking:
- If the racking is installed or is proposed to be installed, please make sure the necessary racking permits are obtained from Building and Safety. The Building and Safety Department will require a separate permit for any racking with storage 5'9 feet or greater.
 - Storage areas without storage racks shall provide a floor plan showing a floor storage plan with aisles width and storage height.
- _____ 2. Any hazardous materials that are to be used or stored shall have hazardous materials permitted. The application and package are available on the Fire Marshal website.
- _____ 3. County Health Department Clearances:
- Health permits are required for the following:
 - Cannabis-related businesses
 - Restaurants
 - Tenant Improvements (T.I.) involving refrigeration
 - Retail Food Facilities (ex: restaurants, home-based kitchens, community event vendors)
 - Hazardous Materials and Non-Hazardous Waste Management
 - Septic Systems and Small Public Water Systems
 - Body Art Establishments (tattoo/piercing)
 - Pools, Spas, and Water Features
 - Tobacco Permitting
 - Mobile Food Facilities (food trucks and carts)
 - Medical Waste Facilities
 - Schedule an inspection with the County Health Dept. at (951) 461-0284. The sign-off is provided by the Health inspector/representative at the job site after the inspection is completed. Once completed, provide a copy to the Building Inspector.
- _____ 4. New and existing buildings shall have approved address numbers, building numbers, or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Commercial, multi-family residential, and industrial buildings shall have a minimum of 12-inch numbers, with suite numbers being a minimum of six inches in size. Single-family residences and multi-family residential units shall have 4-inch letters

and/or numbers, as approved by the Fire Marshal Office.

- _____ 5. Provide at least one 2A10BC fire extinguisher for every 3,000 square feet of space or 75 feet of travel distance. Extinguishers must have a tag verifying annual servicing and must be mounted 3-5 feet from the floor in plain view without obstructions (Restaurants and industrial businesses may require a specific size or type of fire extinguisher).
- _____ 6. Lightweight, multi-plug extension cords and cube adapters are not allowed for use in businesses. Extension cords shall be of a commercial type and be in good working condition. Extension cords shall not be subjected to physical damage. Extension cords shall be maintained in good condition without splices, deterioration, or damage. Extension cords must be surge protector-type cords.
- _____ 7. Maintain 30 inches of clear access to circuit breaker panel(s). Provide proper labeling of breakers and provide blanks in any open space in the panel.
- _____ 8. Extension cords and flex cords shall not be used in place of fixed wiring. Stapling or nailing of wiring is not permissible.
- _____ 9. All electrical and phone faceplates must be in place.
- _____ 10. All holes in walls and ceiling shall be properly sealed.
- _____ 11. Storage shall not be within 24 inches of the ceiling or within 18 inches of the bottom of sprinkler heads in buildings with sprinklers. Maintain 36 inches of clearance around the water heater.
- _____ 12. Storage under stairs is prohibited unless equipped with sprinklers and meets the clearance requirements of 18 inches from a sprinkler head.
- _____ 13. Rubbish and trash build-up shall be maintained at a minimal level and removed daily.
- _____ 14. Pressurized cylinders of any kind shall be properly secured at all times and have the necessary permits pulled from the Fire Marshal's department.
- _____ 15. Maintain 44 inches of clear access aisle width to exits.
- _____ 16. Exit doors shall be operable without the use of a key or special knowledge or effort.
All locking devices shall be of the approved type.

EXCEPTION: In group B, F, M, and S occupancies, key-locking hardware may be used on the main exit when it consists of a single door or pair of doors if there is a readily visible, durable sign on or adjacent to the door stating, "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS."

- _____ 17. Emergency lighting must be operable at all times with a separate

backup power source. If there is no emergency lighting in the building, then it will need to be installed.

- _____ 18. Maintain fire-rated doors and self-closing hardware per the California Building Code.
- _____ 19. Any modification to the Fire Sprinkler or Fire Alarm System shall be done by a licensed sprinkler or alarm contractor, with plans submitted to the Fire Department for approval.
- _____ 20. New tenant spaces and new occupancy buildings shall require alarm notification devices. For multi-tenant buildings, an alarm notification device shall be placed in each suite. For existing buildings with new tenants, an alarm notification device shall be required in each tenant space. For existing buildings that are not equipped with a fire alarm system or sprinkler monitoring system, new tenants or owners shall be required to install the appropriate type of alarm system.
- _____ 21. A five-year certificate for the fire sprinkler system will be required to be shown during certificate of occupancy inspection. This may be obtained from the landlord or building owner.
- _____ 22. Current certificates for the fire alarm system shall be required during the certificate of occupancy inspection.
- _____ 23. Hood extinguishing systems shall be a UL300 type system. Proof of recent certification of the system will be required. If the hood extinguishing system is not a current type of system, then the system will need to be upgraded, and permits will need to be applied for and issued. If not installed indicate N/A.
- _____ 24. All hood extinguishing systems must be tied in and monitored by the fire alarm system. If the hood extinguishing systems are not tied into the fire alarm system, they will be required prior to obtaining a certificate of occupancy. If not installed indicate N/A.
- _____ 25. Provide verification of HdL submittal for the business license.

APPLICANT NAME

DATE

APPLICANT SIGNATURE

NAME OF BUSINESS