



Certificate of Occupancy

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

Please follow the instructions below completely in order to get through the process smoothly.

Step #1: Determine Use & Occupancy

It is very IMPORTANT to first determine if your proposed use and occupancy is allowed to occur in the location that you have selected.

Step # 2: What forms do I need?

- Planning Authorization Form
- Hazardous Materials Disclosure
- Hazardous Material Form
- Air Quality Permit Checklist
- Floor Plan

Step #3: What other agencies do I need to contact before coming into the Building Department?

- Eastern Municipal Water District - you need to call and have them fax us a release form.
- Riverside County Health Department - if you have any hazardous material *or* you are operating a food facility.
- City of Hemet Fire Department – if you have any materials listed on the Fire Department’s Certificate of Occupancy Application.

Step #4: What signatures do I need?

You will first need to see the following departments before coming to the Building Department to get a Certificate of Occupancy number.

- 1st Planning,
- 2nd Engineering,
- 3rd Business License, then last is the
- 4th Building Department

Step #5: After I pay the required fees, what inspections do I need?

- Fire Department: You will need to request a Fire Department inspection. 951-765-2450
- Engineering Department: If you were advised that an Engineering Department inspection was required, you will need to request an inspection from that

Department also. 951-765-3860

- Building Division: Once approved, you will then need to call and schedule an inspection with the Building Department. 951-765-2428

Who needs a Certificate of Occupancy?

All commercial buildings, all new businesses, anyone who is moving to a new location or changing ownership of an existing business.

How much does it cost?

The fee is based on the type of occupancy and the square footage of the building. If an Engineering Inspection is required, an additional fee will be collected by them. The fees are as follows:

B & M Occupancy

0-4,999 Sq. Ft.	\$246.06
5,000-25,000 Sq. Ft.	\$418.10
Each additional 25,000 Sq. Ft. over	\$142.16

All Other Occupancy, excluding B & M

0-4,999 Sq. Ft.	\$370.40
5,000-25,000 Sq. Ft.	\$644.04
Each additional 25,000 Sq. Ft. over	\$142.16

How do I request my inspections?

You need to use the Certificate of Occupancy number that was given to you at the Building Department to schedule your inspections. The number is also available on your receipt. The number begins with a “CO”. First, schedule an inspection with the Fire Department at 951-765-2450 and if necessary, the Engineering Department at 951-765-3860. Once both are approved, then call for your Building inspection at 951-765-2428.

FAQ-

Who needs a Certificate of Occupancy?

In accordance with the California Building Code, all commercial buildings shall have on their premises a Certificate of Occupancy. Therefore, the City of Hemet issues this certificate to all businesses within the city limits if they are a new business, moving to a new location or changing ownership of the business.

I'm just sharing an office space with another business. Do I need a Certificate of Occupancy?

Yes, you are a separate business and therefore, you would need your own Certificate of Occupancy.

What does the packet contain and how do I complete the forms?

The attached packet contains an application and the forms you need to complete. In addition, there are other releases that may be required based on your business type. The forms are listed in order as they appear. Please follow the directions accordingly:

1. Certificate of Occupancy Application Form
 - Complete in full.
2. Planning Authorization
3. Hazardous Materials Disclosure.
 - Complete in full. If any hazardous materials are applicable, a release from the Riverside County Health Department is required. An example of that form and their address is on the next sheet.
4. Hazardous Material Form.
 - Complete in full.
5. Air Quality Permit Checklist.
 - Complete in full. If you check yes to either of the questions, you must contact the South Coast Air Quality Management District. The contact information is on this form.
6. Example of the Hazardous Materials Permit Clearance
7. EMWD
 - This sheet, from EMWD, is an explanation for the requirement of the release. All businesses MUST contact them. Depending on your type of business you may be asked to complete an application with their agency or they could simply ask you questions over the phone and fax us the applicable release.

Nevertheless, every business will need a release prior to the Certificate of Occupancy application being accepted.

8. Information Sheet for Food Facility Operators. (If Applicable.)
 - If your business will have any food or drink that will be sold you will need to contact the Riverside County Environmental Health Department and receive a release from them. Their contact information is available on this information sheet.
9. Example and Floor Plan Explanation.
 - You must draw a floor plan of the area that you will be conducting your business in. Please show all items that are listed on the attached example.
10. Fire Department Certificate of Occupancy Application/Questionnaire.
 - If any of the materials or processes will be present while your business is in operation, you must take this application to the Fire Department for processing.
11. CR & R Information
 - All businesses located within the City of Hemet must have trash service. Service shall be obtained prior to obtaining your Certificate of Occupancy.

What if I'm doing some minor changes or adding a new counter or furniture?

Many items that you may not expect would require a permit do in commercial locations. Many of which have to do with providing accessibility to the disabled. If you are planning doing any type of reconstruction, adding additional electrical, installing new furniture or counters, etc., please ask if a permit is required.

What's next?

Once you have all the necessary forms completed and releases obtained, return the forms to the City of Hemet and obtain a signature from the following departments:

1. Planning Department,
 2. Engineering Department and
 3. Business License Department
- BEFORE submitting the application to the Building Department. The receptionist will be happy to contact the Planning, Engineering & Business License Departments for you.

After I apply and pay for the Certificate of Occupancy what occurs?

Once you are ready to open for business, and you have all the furniture, office equipment and machinery installed and in place, it's time to call for inspections. Inspections are performed between the hours of 8:00am and 5:00pm Monday - Thursday. Once ALL inspections pass, then you can open for business.

What will the inspector be looking for?

The following list will be the most common items that the Fire Department and the Building Department will be inspecting. Based on the type of business you are conducting, other items may be required. If there are violations found during the inspection, you will be advised of the corrections at the time of your inspection. It is then your responsibility to correct the violations and call for a re-inspection.

Address

1. Must be visible from the street.
2. 4" numbers required.
3. Space number to be displayed.
4. Must be on a contrasting background

Exit & Signage

5. "This Door to Remain Unlocked During Business Hours" to be posted above the exit door.
6. Exit sign installed above the door.

Electrical

7. Missing cover plates.
8. Electrical outlets are working properly.
9. Extension cords or multi-plug adapter must be removed and are not allowed to be used for permanent wiring.
10. Approved surge protectors must have built-in breakers.
11. Approved surge protectors must be mounted a minimum of four (4) inches off the floor.
12. 30" clear working space is required in front of the electrical panel.
13. Breakers must be properly labeled.
14. Blanks need to be installed in vacant breaker slots.

Fire Extinguisher

15. Must have current service tag.
16. To be mounted on wall no higher than five

(5) feet.

17. Required size is 2A10BC.
18. Must be installed every 75' of foot travel.

Other

19. Holes in walls are not allowed.
20. Inspector will ensure that work was not performed without obtaining required permit(s).
21. Compressed gas tanks must be secured.
22. 18" clearance from all sprinkler heads.
23. Occupancy separations between adjacent units when hazardous materials or uses are involved. This would include any F-1, F-2, H and S occupancies. Keep in mind this may result in constructing the correct area separation walls if they currently do not exist before you can open for business.

Unpermitted Construction

24. Any changes to the suite by the proposed business or previous businesses, if found will be required to be permitted or removed.

After having passed the required inspections you may then open for business. A Certificate of Occupancy will be sent by mail approximately 2 (two) weeks after the inspection and it must be posted in a conspicuous place.

What if I'm going to make minor alterations to the building?

If any alteration or improvement to the building is needed, a building permit may be required, no matter how small. Please refer to Information Bulletin 103 "Permit Exemptions" to see items exempt from a permit or contact our office and we can advise you if the work being performed will require a permit. If a permit is required, additional information and plans will be needed to be submitted to our office before the alterations or improvements are made.

Once I have my Certificate of Occupancy do I need to display it?

Yes. It is required of all commercial or professional buildings to obtain and publicly display this certificate.



City of Hemet

PLANNING DIVISION

445 E. Florida Avenue, Hemet, CA 92543

(951) 765-2375

www.cityofhemet.org

CERTIFICATE OF OCCUPANCY Planning Authorization

Business Address: _____
Name of Business: _____
Contact Name: _____
Phone Number: _____ Email: _____
Associated Cases
(e.g., CUP, AUP, SDR): _____

Statement of Operation Provide a detailed description of your business activities. Continue on reverse side, if needed.

Notifications

1. Municipal Code Section 90-1244(a) requires businesses to obtain a sign permit for banners and other temporary signs, promotional signs, and all permanent signage.
2. Municipal Code Section 30-73 requires businesses that provide shopping carts to customers for use on the premises to have a Cart Containment and Retrieval Plan approved by the Community Development Director.
3. Municipal Code Section 30-32 requires residents, businesses, and guests to promote the sound maintenance of their property in order to enhance the appearance, habitability, occupancy, use, and safety of all structures and premises in the city. All business owners are required to bring their properties into compliance with city codes and regulations prior to issuance of a certificate of occupancy, if applicable.
4. Municipal Code Section 90-79 prohibits medical marijuana distribution facilities in the City of Hemet. No business is permitted to cultivate, store, or distribute marijuana on its property. Violation of this section may result in both civil and criminal liability.
5. City Council Ordinance No. 1899 placed a moratorium on new massage establishments and on the relocation or expansion of existing massage establishments until February 25, 2016.

Authorizations

I acknowledge I have read the Notifications and agree to comply with all City codes and regulations.

Print Applicant Name _____

Applicant Signature _____ Date _____



Hazardous Materials Disclosure

Please place a check mark next to the category of hazardous material that you use or store at your place of business.

- Gasoline, diesel, or used oil stored in an underground tank; lubricating oils, antifreeze, hydraulic fluids, etc. associated with automotive repair facilities; motor vehicle batteries (less than 1000 pounds); and oxygen acetylene, argon or other compressed gasses (less than 1000 cubic feet) associated with automotive welding.
- Flammable - gasoline, naphtha solvent, acetone, kerosene, paint thinner, paint, and ink.
- Combustibles - Diesel oil, fuel oil, mineral oil, lubricating oil and liquid asphalt.
- Corrosives - Acetic acid, ammonium hydroxide, chromic acid, hydrochloric acid, oleum perchloric acid, phosphorus pentachloride, potassium hydroxide, and sodium hydroxide.
- Reactive - Organic peroxides, hypochlorite, perchlorates, magnesium alloys, matches, celluloid, calcium carbide, ammonium nitrate, lead nitrate, methyl ethyl ketone peroxides (MEKP), acetyl chloride, chromic acids, cyanides, permanganates, and sulfides.
- Toxic Materials - Examples of toxic materials include materials/wastes which contain heavy metal/inorganics such as dusts solutions, wastewater treatment sludge, paint wastes, or waste inks. Examples of toxic heavy metals and inorganics include arsenic, barium cadmium chromium, lead, mercury, selenium, and silver.
- Explosives in Division 1/3 - Signal cartridges and empty combustible cases without primer.
- Compressed gases or liquids - Oxygen, acetylene, argon, helium, carbon dioxide, propane, nitrogen, and silane.
- Poisons in Division 2.3 - Poisonous gases such as chlorine gas, arsine, phosgene, and cyanogen
- Poisons in Division 6.1 - Poisonous solids/liquids such as arsenic compounds, phenol pesticides (e.g. carbamates, copper-based, organochlorine, organophosphorus, organotin, phenyl urea, phenoxy, etc). Tree or weed killing compound, cyanides, disinfectants, dyes, isocyanates, medicines, mercury compound, motor-fuel anti-knock mixtures, etc.
- Explosive in Division 1.1 - Explosives articles, pyrotechnic articles, black powder, and nitroglycerin.
- Explosive in Division 1.2 - Cartridges for weapons, propelling charges for cannons and propelling charges for rocket motors.
- Acutely Hazardous Materials/Extremely Hazardous Wastes - Anhydrous ammonia, sulfuric acid, nitric acid, hydrogen chloride (gas), hydrogen fluoride, phosphoric acid, formaldehyde, PCBs, and toluene diisocyanate.
- Radioactive Materials - Radioactive sources such as Strontium 90, Cesium 137, Cobalt 60, Carbon 14, Iodine 131, and Americium 244.
- Other hazardous material(s) to be used or stored at my place of business: _____

If you use or store any of the above hazardous materials at you place of business, you may need to obtain a permit from the County of Riverside Department of Environmental Health. To verify your need for a permit, you must go to the County of Riverside Department of Environmental Health at 800 S. Sanderson Ave., Hemet, CA.

I, _____ (owner of the business) hereby affirm that I neither use or store hazardous materials at my place of business located at: _____ (business address).

Signature of Owner

Date



Hazardous Materials

Will the applicant or future building occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amounts specified on the hazardous materials information guide? _____

Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the south Coast Air Quality Management District (SCAQMD) ? (See permitting checklist for guidelines.) _____

Will the proposed building or modified facility be within 1000 feet of the outer boundary of a school? _____

I have read the hazardous material information guide and the SCAQMD permitting checklist. I understand my requirements under the State of California Health & Safety Code, Sections 25533 and 25534 concerning hazardous materials reporting.

I certify under the penalty of perjury that the forgoing information is true and correct to the best of my knowledge.

Name of Owner : _____

Signature: _____

Name of Commercial Business: _____

Address of Commercial Business: _____



South Coast
 Air Quality Management District
 21865 Copley Drive, Diamond Bar, CA 91765-4182
 (909) 396-3529 [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 (AQMD).

Company Name: _____

Property Address: _____

City: _____ Zip Code: _____

Contact Person: _____ Title: _____

Type of Business: _____ Telephone: _____

Fax Number: _____ E-mail: _____

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
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- 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
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If you answered “No” to both questions, this checklist is your clearance from AQMD. If you answered “Yes” to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at 1-800-CUT-SMOG (1-800-288-7664).



COUNTY OF RIVERSIDE • COMMUNITY HEALTH AGENCY
DEPARTMENT OF ENVIRONMENTAL HEALTH

HAZARDOUS MATERIALS PERMIT CLEARANCE

Applicant Name: _____

Business Name: _____

Address: _____

Applicant Signature: _____

- No Hazardous Materials Division permits are required at any time.
- A Hazardous Waste Generator permit must be obtained prior to operation.
- An Underground Storage Tank operating permit must be obtained prior to operation.
- A Hazardous Materials Handlers permit must be obtained prior to operation.
- An Underground Storage Tank Closure permit must be obtained.
- An Underground Storage Tank Construction/Installation permit must be obtained prior to construction/modification/repair activities.
- A Cal ARP Risk Management Plan must be submitted prior to occupancy and/or operation.
- Other: _____

Comments: _____

Specialist Signature: _____ Date: _____

County of Riverside, Health Services Agency
Department of Environmental Health
Hazardous Materials Management Division
800 South Sanderson Avenue, #200
Hemet, CA 92545
Tel (951)766-6524
Fax (951)766-7874



November 18, 2004

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City of Hemet
Community Development
445 E. Latham Street
Hemet CA 92543

Gentlemen:

RE: Releases for Building Permits and/or Certificate of Occupancy

Eastern Municipal Water District (District) is required, as part of federal and state regulations, to review all commercial and industrial projects prior to issuance of building permits and/or receipt of certificate of occupancy. In order to avoid unnecessary delays in the issuance of the certificate of occupancy, the District requests your assistance in notifying all commercial, industrial and institutional businesses of these requirements.

The District issues a **First Release** after completing a plan review and a **Clearance or Final Release** prior to issuance of the **Certificate of Occupancy**. The releases are available from the District's New Business Development Department at:

Eastern Municipal Water District
New Business Development Department
2270 Trumble Road
Perris CA 92570

Your cooperation in this matter is greatly appreciated. It is extremely important that these procedures are followed for the District to meet federal and state requirements. Any question related to this notice should be directed to the New Business Development Department at (951) 928-3777 extension 2081.

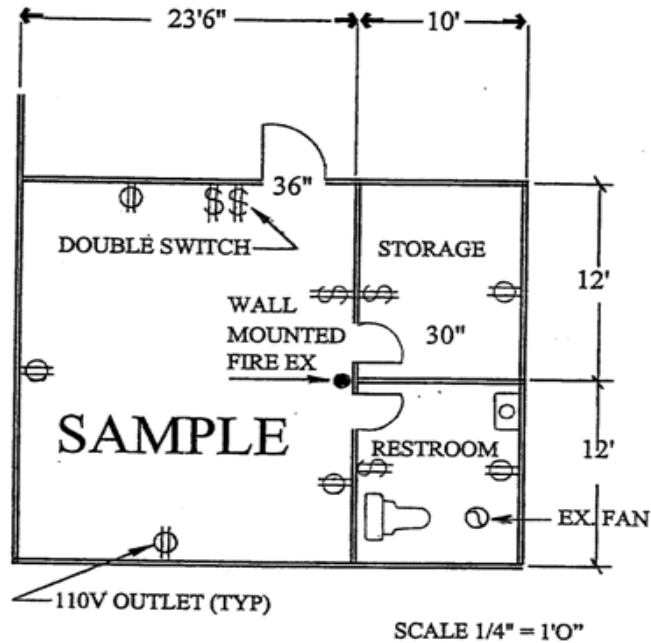
Sincerely,

Charles J. Bachmann
Assistant General Manager
Engineering

CJB:aa

Mailing Address: Post Office Box 8300 Perris, CA 92572-8300 Telephone: (951) 928-3777 Fax: (951) 928-6177
Location: 2270 Trumble Road Perris, CA 92570 Internet: www.cmwd.org

REQUIREMENTS FOR
FLOOR PLAN
FOR CERTIFICATE OF
OCCUPANCY



PROVIDE THE FOLLOWING
INFORMATION ON A DRAWING:

1. LOCATION OF WALLS AND PARTITIONS
2. LOCATION AND WIDTH OF DOORS
3. LOCATION OF ELECTRICAL OUTLETS, WALL SWITCHES AND EXHAUST FANS.
4. LOCATION OF FIRE EXTINGUISHER
5. ADDRESS AND SUITE NO.
6. PROVISION FOR HANDICAPPED FACILITIES IN RESTROOM, SIZE OF WHEEL CHAIR TURNAROUND, LOCATION OF GRAB BARS, ETC.
7. IS THE BUILDING FIRE SPRINKLERED
 YES NO



City of Hemet
Fire Department
 Fire Prevention Division
 510 E. Florida Ave.
 Hemet, CA 92543
 951/765-2450

Certificate of Occupancy Application/Questionnaire

Business Address:	
Business Name:	
Type of Business:	

Please check each of the following processes and/or materials that will be stored and/or used in your business:

- | | |
|--|--|
| <input type="checkbox"/> Aerosol Products
<input type="checkbox"/> Auto Wrecking Yard
<input type="checkbox"/> Candles & Open Flame
<input type="checkbox"/> Cellulose Nitrate Film/Storage
<input type="checkbox"/> Combustible fiber Storage
<input type="checkbox"/> Combustible Material Storage
<input type="checkbox"/> Compressed Gasses
<input type="checkbox"/> Dry Cleaning Operations
<input type="checkbox"/> Dust-Producing Operations
<input type="checkbox"/> Fireworks, Pyrotechnics.
<input type="checkbox"/> Place of Assembly
<input type="checkbox"/> Flammable/Combustible Liquids
<input type="checkbox"/> Fruit Ripening
<input type="checkbox"/> Hazardous Materials

<input type="checkbox"/> Does this business utilize substances listed as hazardous by the State of California?
<input type="checkbox"/> Has a Business Emergency Plan been submitted to the County of Riverside, Environmental Health?
<input type="checkbox"/> Are Hazardous chemical wastes generated at this facility? | <input type="checkbox"/> High-Piled Storage
<input type="checkbox"/> Hot Work
<input type="checkbox"/> Lumber Yards
<input type="checkbox"/> Mall, covered
<input type="checkbox"/> Organic Coating
<input type="checkbox"/> Ovens, industrial baking/Drying
<input type="checkbox"/> Radioactive Materials
<input type="checkbox"/> Refrigeration Equipment
<input type="checkbox"/> Repair Garages
<input type="checkbox"/> Spraying or Dipping Operations
<input type="checkbox"/> Tents and Canopies
<input type="checkbox"/> Tire Storage
<input type="checkbox"/> Vehicle Fuel Dispensing Station
<input type="checkbox"/> Welding/Cutting

<input type="checkbox"/> None of the processes or materials listed above are stored or used in my business. |
|--|--|

Date:		Business Owner Signature:	
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Please note, if these processes or materials are stored or used, a permit from the City of Hemet, Fire Department, Fire Prevention Division is required, prior to applying for a Certificate of Occupancy.

CITY OF HEMET

445 E. Florida Ave.

Hemet, CA 92543

CERTIFICATE OF OCCUPANCY

Prior to approval of a Certificate of Occupancy, the Building and Safety Department requires verification that you have initiated service with CR&R, Inc. (the City's franchised refuse hauler) for solid waste services. CR&R Inc. can be reached at (800) 755-8112, Monday – Friday from 8:00a.m. to 5:00p.m. Once arrangements have been made, CR&R will notify the Building and Safety Dept. Important: Contact CR&R at least 24 hours prior to obtaining your Certificate of Occupancy.

WHY YOU MUST USE HEMET'S FRANCHISED SOLID WASTE HAULER

The California Integrated Waste Management Act (CIWMA) of 1989 mandates that all cities and counties in California reduce solid waste disposed at landfills generated within their jurisdictions by 50%. Cities and Counties that do not meet the State goals may be fined up to \$10,000 per day. In order to help jurisdictions meet the 50% diversion rate, the CIWMA gives the City authority to award an exclusive solid waste franchise agreement with solid waste haulers. The City and the hauler work as a team to achieve the goals as outlined in the CIWMA.

The City of Hemet has awarded an exclusive solid waste franchise agreement to CR&R Incorporated. Under the Franchise, CR&R is the only solid waste hauler permitted to collect and dispose of all waste including commercial, residential and construction debris within the City of Hemet. CR&R is a long-standing service provider that strives to work within the requirements and demands of the building industry. CR&R works with the City to help meet our waste reduction goals by sorting recyclable materials at their facility in Perris. CR&R transports sorted recyclable materials to various facilities for reuse or processing. This keeps recyclable materials from going to the landfill.

We know that CR&R will work with you to provide prompt and reliable service. If you have any questions, please contact Charles Russell at 951-765-3712.