



# Temporary Certificate of Occupancy

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

## \*CHECK LIST\*

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

- ★ **Step # 1 - What forms do I need?**
  - Temporary Certificate of Occupancy form
  - Correction list typed on your letterhead
  - Hazardous Materials Disclosure
  - Hazardous Material Form
  - Air Quality Permit Checklist
  - Floor Plan

**Please note:** If you need the correction list from the Building department, you need to first, call for an inspection on your project. Your inspector will let you know what needs to be completed and how long you have to complete it. This must be done before you come in and apply.
- ★ **Step # 2 - 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.
- ★ **Step # 3 - 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. These Departments may sign the form or advise you that an inspection is required. If an inspection is required, at the time of inspection, your form will be signed. Following obtaining all required signatures you then return the application to the Building Department.
    - 1<sup>ST</sup> Planning,
    - 2<sup>ND</sup> Engineering, and
    - 3<sup>RD</sup> Business License
    - 4<sup>th</sup> Fire Department
- ★ **Step #4 - After I am assigned a Temporary Certificate of Occupancy what inspections do I need?**
  - A Building inspection.
- ★ **Who needs a Certificate of Occupancy?**
  - All commercial buildings, all new businesses, anyone who is moving to a new location or changing ownership of the business.

## \*IMPORTANT NOTES\*

- ★ **How much does it cost?**
  - **There is a minimum of \$10,000.00 cash bond plus the \$300.00 for the Certificate of Occupancy.**

**Please note:** You will be required to provide **all new** paper work and an additional \$132.00 when you apply for your Permanent Certificate of Occupancy.
- ★ **How long does it take?**
  - At **least** a week if not longer so allow yourself some time.
- ★ **How do I apply for the Certificate of Occupancy?**
  - 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.
- ★ **How do I get my inspections?**
  - Use the identification number that was given to you at the Building Department to schedule your inspections. You can call our 24 hr line at 951-765-2428 to schedule your Building inspection. Make sure you leave the identification number and address.
- ★ **How do I get my deposit back once I have finished my project and all my permits have been finalized?**
  - You will need to come in and apply and pay for a permanent Certificate of Occupancy. Please refer to [Information Bulletin #130](#).
  - You will then need to submit a written request for refund to the Building Department. Attached to that request should be all the temporary certificate information.

**Please note: Your refund, once request is received by the Building Department, will take a minimum of 30 days to process no sooner.**

**Note: See below for additional information.**

## First things First.

The process for getting a Temporary Certificate of Occupancy takes a few days to coordinate, it is not an over the counter one day process, so keep this in mind when planning your opening date.

## Who needs a Certificate of Occupancy?

In accordance with the Uniform Administrative Code, Section 309, 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.

## How much does a Temporary Certificate of Occupancy cost?

The Temporary Certificate of Occupancy costs \$300.00. This pays for the processing of your application and the inspection that will be performed at your business location. To obtain your permanent Certificate of Occupancy an additional application and fee will be required to be submitted. In addition to the \$300.00 fee you will need to post a cash bond in the amount determined by the building Official based on the amount of work that is remaining to be completed. The amount will be a minimum of \$10,000.00. Other departments may require additional deposits. These deposits should be arranged and paid to those particular departments.

## How do I apply for the Temporary Certificate of Occupancy?

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. You will also need to attach the list of corrections, typed, from each division. They should include everything that needs to be completed in order to have a final Certificate of Occupancy issued to your business. (Please note that these forms and releases will need to be obtained and filled out again for your permanent Certificate of Occupancy)

The forms are listed in order as they appear. Please follow the directions accordingly:

1. Temporary Certificate of Occupancy Application form.
  - Complete in full.

2. 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.
3. Example of the Hazardous Materials Permit Clearance.
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. 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.
7. EMWD Information Sheet.
  - 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. 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.

## Once I have all the necessary forms completed and releases obtained, what's next?

You will need to return to the City of Hemet's offices and obtain a signature from the Planning Department, Engineering Department, Fire Department and Business License Department BEFORE submitting the application to the Building Department. The receptionist will be happy to contact these Departments for you. After obtaining the appropriate signatures, return to the Building Department with all the **forms, releases, correction lists, and the cash bond** attached to your application. The building technician will then check to make sure everything is accounted for and will process your application. Once the fees have been paid and the deposit is received, you can call

for your inspection. Please note that the Temporary Certificate of Occupancy has an expiration date that is determined by the Building Official and work needs to be completed by this date, otherwise the bond will be forfeited.

### **After I apply and pay for the Temporary 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, the following should be done. First, an inspection from the Fire Department needs to be performed. It is the applicant's responsibility to call the Fire Department at (951) 765-2450 to schedule this inspection. Once the Fire Department performs and passes your inspection, it is then the applicant's responsibility to call the Building Department at (951) 765-2428 and schedule a inspection from the Building Department. Once both inspections pass, then you can open for business.

### **What will the inspector be looking for?**

Between the Fire Department's inspection and the Building Department's inspection the following list will be the most common items that they 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**

20. Holes in walls are not allowed.
21. Inspector will ensure that work was not performed without obtaining required permit.

After having passed the required inspections you may then open for business. A Temporary Certificate of Occupancy will be sent by mail and must be posted in a conspicuous place.

### **How do I get my deposit back?**

You will need to come in and apply and pay for a permanent Certificate of Occupancy. Please refer to [Information Bulletin #130](#).

You will then need to submit a written request for refund to the Building Department. Attached to that request should be all the temporary certificate information.

**Please note: Your refund, once request is received by the Building Department, will take a minimum of 30 days to process.**

### HELPFUL NUMBERS CITY OF HEMET

Building Inspection	(951) 765-2428
Fire Inspections Appointments	(951) 765-2450
Building & Safety Division	(951) 765-2475
Business License	(951) 765-2358
Engineering Division	(951) 765-2360
Planning	(951) 765-2375
Refuse	(951) 765-2352
Water	(951) 765-2350
Chamber of Commerce	(951) 658-3211
Southern California Edison	(951) 655-4555
Southern California Gas Co	(800) 427-2200
Verizon	(800) 483-1000
Alcohol Beverage Control	(951) 782-4400

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# 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, hypochlorites, 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 sludges, 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, ect...
- 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 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 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).**

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