



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?**

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

★ **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 an inspection identification number.
 - 1ST Planning,
 - 2ND Engineering, and
 - 3RD Business License then last is the,
 - 4TH Building Department

★ **Step #4 - After I am assigned a Certificate of Occupancy # what inspections do I need?**

- Call for a building inspection, the Building inspector will determine if you need a fire inspection. If it's determined that you need a fire inspection, it will be the applicant's responsibility to call the Fire

IMPORTANT NOTES

Department at (951) 765-2450 to schedule this 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.

★ **How much does it cost?**

- **\$132.00**
- A Duplicate copy if original is lost is \$20.00.

★ **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?**

- You need to use the identification number that was given to you at the Building department to schedule your inspections. First, schedule your Building inspection by calling 951-765-2428. Your inspector will determine if other inspections are required. Make sure you leave the identification number and address, and name of the business.

Note: See below for additional information.

FULL INSTRUCTION ON HOW TO APPLY OF A CERTIFICATE OF OCCUPANCY

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.

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.

How much does a Certificate of Occupancy cost?

The Certificate of Occupancy costs **\$132.00**. This pays for the processing of your application and the inspection that will be performed at your business location.

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.

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

1. 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.

Whats 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. Call (951) 765-2428 for a building inspection. Your building inspector will determine if you need to call for an additional fire inspection. If it's determined that you need a fire inspection, it will be 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 an additional inspection from the Building Department. Once both 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.

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?

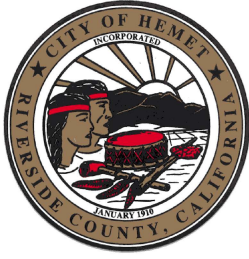
If any alteration or improvement to the building is needed, a building permit may be required, no matter how small. Please refer to Information Bulletin 103 "Permit Exemptions" to see items exempt from a permit or contact our office and we can advise you if the work being performed will require a permit.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

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
EMWD	(951) 928-3777
Riverside County Health Dept.	(951) 766-6524
Riverside County - Food Facility	(951)766-2824



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 your 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: _____

1 Will the facility have any of the following equipment? Yes G No G

- 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 G No G

- 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)**.