

## ***WELCOME TO THE CITY OF VERNON***

The following information is provided for businesses that may be planning to move to the City of Vernon. It is our hope that some insight into the City's occupancy permitting procedures will help to make your move into the City easier.

Anyone moving into the City of Vernon is required by the City to obtain a Certificate of Occupancy and a Business License before moving employees or equipment into the building. In addition, if your building has a burglary alarm you are required to obtain an alarm permit. When applying for occupancy, the proposed tenant is required to provide a complete application, which shall include a description of the proposed use. Before occupancy can be approved an inspection must be performed. A fee, based upon the square footage of building area to be occupied, is paid at the time the application is filed. The inspection is scheduled and then performed by Building, Electrical, Plumbing/Mechanical, Fire Prevention, and Health Inspectors to determine the building's compliance with the Building, Zoning and City Codes. A few examples of some of the things the inspector's will be checking for are; adequate egress, damages to the structure, frontage improvements, unsafe electrical, adequate restroom facilities, fire protection, proper ventilation and adequate parking and loading areas.

Upon completion of the inspection, the applicant will receive copies of the inspection reports. These reports list any corrections that are required to meet the current Building, Zoning and City Codes. The occupant shall make all required corrections and request a re-inspection. If all of the corrective work has been approved by the City, and an application for a Business License has been filed, a Certificate of Occupancy will be issued. If for some reason it is imperative for the applicant to take occupancy immediately and the corrections have not yet been made, there is a possibility that the applicant might be allowed to move in with a Temporary Certificate of Occupancy. This Temporary Certificate is an agreement between the applicant and the City to perform the corrections within a limited time span. To obtain additional information

on the Certificate of Occupancy process, obtain an application form or schedule an inspection, please contact the Public Works, Water & Development Services Department.

Please note that if you fail to have a representative present or the City is unable to access the building on the scheduled date, the applicant is subject to a **re-inspection fee** equivalent to the original inspection fee. You may cancel or reschedule an inspection with 24 hours notice. An applicant, upon written request, may receive a refund in the amount of 80% of the application fee if cancelled 24 hours prior to the scheduled inspection. To cancel or reschedule an occupancy inspection, please contact the Building Department at (323) 583-8811. Further, please take notice that any applicant is subject to a **citation** if they occupy a structure prior to the issuance of a Certificate of Occupancy or a Temporary Certificate of Occupancy.

The City of Vernon has a Special Parcel Tax assessment which is levied on non-refrigerated warehouses, truck terminals, freight terminals, and distribution facilities. The Tax is collected through the property tax bill. Please check with the City for the current rate.

If your operation emits air pollutants, you may be required to obtain an air quality permit from SCAQMD. You may contact them at (909) 396-2000 for further information. If your business has the potential to degrade the quality of rainwater, which is then allowed to enter the street or storm drain system, you may be required to obtain a NPDES permit from the State Water Resources Control Board. You may contact the Regional Water Quality Control Board at (213) 576-6600 for further information on this subject. If your business discharges any industrial wastes into the sewer system, you may be required to obtain an industrial waste permit from the Sanitation District of Los Angeles County. You may contact them at (562) 699-7411 for further information.



## WELCOME TO THE CITY OF VERNON

*To receive prompt electrical service, please follow the instructions below.*

1. Contact Customer Service for:
  - An application and Contract for Electric Service (Application),
  - An Electric Service Planning Information Sheet (Load Sheet),
  - A Rate Schedule and
  - The Rules for Electric Service
2. Complete the Application and Load Sheet then submit them to Customer Service for processing. Customer Service will initiate a new electric account for your facility to provide you with information to process your request. For assistance in completing the Load Sheet, contact Light & Power Engineering.
3. Contact the Public Works, Water & Development Services Department to obtain proper permits prior to construction.
4. Submit a manufacturer's detailed drawing for new electric panels to Metering Group for approval. All panels must have approval from the Metering Group prior to installation.
5. Submit electrical drawings including one-line diagram, load schedule, and site plan (if applicable) to Light & Power Engineering.
6. Schedule plan check(s) and inspection with Public Works, Water & Development Services Department – Electrical Inspector. The panel installation **must** have the Electrical Inspector's final approval.
7. After final approval is received, contact Light & Power Engineering for service connection.

Your electric service will be scheduled for connection after you obtain final approval from the Electrical Inspector.

### **Customer Service**

Tel: (323) 583-8811, Ext. 202, 269 or 297

Fax: (323) 826-1431

### **City Electrical Inspector**

Tel: (323) 583-8811, Ext. 244

Fax: (323) 826-1435

### **Light & Power Engineering**

Tel: (323) 583-8811, Ext. 5685

Fax: (323) 826-1458

### **Metering Group**

Tel: (323) 583-8811, Ext. 589

Fax: (323) 585-3119



*In order to obtain a certificate of occupancy the building must be safe to occupy. Below is a list of common deficiencies. These items should be taken care of prior to the occupancy inspection. Please note that additional corrective items may be noted at the occupancy inspection.*

## Building

- Remove trash and weeds from property.
- Install exits signs above all doors used for emergency exiting.
- Only one piece of hardware on emergency exit doors openable in one operation without the use of a key or any special knowledge. Remove any additional hardware.
- Verify that all illuminated emergency exit signs are working.
- Provide plans and engineered calculations, and obtain a permit for storage racks with top shelf above 8'. Approval from the fire inspector is required prior.
- Remove all tripping hazards from warehouse or manufacturing floor.
- Repair all potholes in the parking lot with asphalt or concrete.
- Re-staple or remove loose foil insulation from the bottom of the roof.
- No outside storage is allowed without specific approval from the city.
- The installation of garment racks requires plans and a building permit.
- Provide a sign above the main entrance stating, "this door to remain unlocked," If the door is obstructed by any expandable gates, security wrought iron gates or is provided with keyed hardware.
- Remove any expandable gates or security wrought iron gates from obstructing any exterior exit doors other than the main entrance.

## Plumbing & Mechanical

- Cap all open-end gas systems per Chapter 12 of CPC, Section 1207.3.
- Terminate gas appliance vent(s) in accordance with Chapter 8 of CMC.
- Combustion air openings shall comply with Chapter 7 of CMC.
- Remove and cap off all abandoned plumbing/utility lines.
- Install approved seismic straps on gas water (heater(s) per Chapter 5 of CPC.
- All utility pipes should be labeled every 20 feet or at least once per room.
- Provide an approved backflow protection device for process/industrial water per Chapter 6 of CPC.
- Double check valves do not meet the high hazard application requirement. Use Reduce-Pressure Principle backflow prevention assembly Chapter 6 of CPC.
- Backflow protection shall be provided at the hose stations. The RP is acceptable for meter protection but each hose station shall also be protected. Atmospheric vacuum breakers at each hose station area acceptable if no valves (nozzles with shutoffs, pistol-grip sprayers, etc.) are installed downstream, valves are desired, pressure vacuum breakers would be the minimum protection required at each hose station per Chapter 6 of CPC.
- Connect all industrial wastewater generated from floor drains, sinks and trenches, etc. to upstream of the grease trap and sample box unless specifically authorized by the Los Angeles County Sanitation Districts.
- All food preparation sinks must have indirect waste connection per Chapter 8 of CPC.
- City codes prohibit discharging of roof drains to adjacent property.

## **Health**

- Provide a sanitary source of drinking water. A drinking fountain, drinking fountain cooler, or water in a dispenser with single use cups in a permanently mounted dispenser is acceptable.
- Every toilet shall have permanently mounted toilet paper dispenser with toilet paper.
- All lavatories shall have permanently mounted soap dispensers with soap.
- All lavatories shall have permanently mounted towel dispensers with sanitary towels or warm air blowers.

## **Electrical**

- Remove ceiling mounted receptacles per City Code Section 24.15
- Seal all electrical panels and boxes per CEC Article 110.
- Remove or repair and support all damaged electrical conduit per CEC Article 110.
- All electrical fixtures and equipment in damp areas must be rated for a wet location per CEC Article 110.
- Label all electrical protective devices as to what equipment they control per CEC Article 240.
- Provide proper strain relief for all drop cords per CEC Article 400.
- Remove cord wiring serving non-portable equipment per CEC Article 400.
- Electrical equipment shall be designed and listed for exposure to combustible fibers per CEC Article 500.
- Remove all exposed conductors and seal panels per CEC Article 300.
- Provide GFI receptacles within 6 feet of any sink per CEC Article 210.
- Provide adequate working space in front of electrical service per CEC Article 1101-16.
- Remove or repair damaged electrical equipment per CEC Article 110.
- The main service has been damaged and shall be certified by a 3<sup>rd</sup> party inspection per CEC Article 90.
- Provide a barrier in front of main electrical panel to provide minimum 36" access space. CEC Article 110
- Provide protection from weather for electrical equipment that are not list as weather rated CEC Article 110.
- Remove flexible conduit that is below 10 feet and is subject to physical damage per CEC Article 348.

## **Fire**

- For every 4,000 square feet of building there must be one (10 pound 4A 40 BC) fire extinguisher mounted and tagged. The distance of travel to any fire extinguisher must not exceed 75 feet.
- Verify that the fire sprinkler system certification (Title 19) was inspected and tagged at the riser. To have a current certification it must have been inspected and tagged with in the last 5 years.
- Verify that fire alarm is operational
- Provide a floor plan layout of how you plan to store goods in your facility. This can be done on an 8.5" by 11" paper.
- Provide Street Address in lettering that is at least 8 inches in height.
- Remove old company name from building.



**CERTIFICATE OF OCCUPANCY APPLICATION**

**\*\*THIS APPLICATION SHALL BE COMPLETED BY THE PROPOSED OCCUPANT AND SIGNED BY THE BUSINESS OWNER OR RESPONSIBLE AUTHORIZED EMPLOYEE. THIS APPLICATION WILL BE VOIDED IF THE STRUCTURE IS NOT OCCUPIED WITHIN 180 DAYS OF THE INSPECTION DATE.**

**FOR OFFICIAL USE ONLY**

BUILDING ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TYPE OF BUSINESS OPERATION:

Sole Proprietor    General Partnership    LLC    Corporation

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON PHONE#: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PROPERTY OWNER PHONE#: \_\_\_\_\_

IS THE BUILDING PRESENTLY OCCUPIED?    YES    NO  
*(\*If the building will be occupied during the inspection, provide written permission by the current occupant allowing the inspection).*

NUMBER OF STORIES: \_\_\_\_\_ GROUND FLOOR SQ. FT. \_\_\_\_\_

MEZZANINE/SECOND FLOOR SQ. FT. \_\_\_\_\_

SQ. FT. OF BUILDING TO BE OCCUPIED: \_\_\_\_\_

TOTAL SQ. FT. OF BUILDING: \_\_\_\_\_  
*(\*If you are not occupying the entire building, provide a plan showing the occupied area).*

NUMBER OF PERSONNEL   MEN: \_\_\_\_\_ WOMEN: \_\_\_\_\_

PREVIOUS USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

DESCRIBE OPERATION IN DETAIL: \_\_\_\_\_

*I understand that a Certificate of Occupancy must be obtained prior to occupancy. Occupying the site prior to obtaining a Certificate of Occupancy may result in additional fees and termination of utility services to the site.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

APP. REVIEWED BY: \_\_\_\_\_

INSPECTION  
DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

FEE: \_\_\_\_\_

ACCT #:   011.1041.410210

B.L. NO# \_\_\_\_\_

APN: \_\_\_\_\_

SIC: \_\_\_\_\_

TYPE OF CONST: \_\_\_\_\_

ZONE: \_\_\_\_\_

BUILT BEFORE  
APRIL 18, 1989: \_\_\_\_\_

OCC. CLASS: \_\_\_\_\_

VARIANCE: \_\_\_\_\_

CUP: \_\_\_\_\_

BUILDING VACANT~2YR: \_\_\_\_\_

APPROVED FOR TEMP OCC: \_\_\_\_\_

\_\_\_\_\_  
DATE

APPROVED FOR OCC: \_\_\_\_\_

\_\_\_\_\_  
DATE



4305 Santa Fe Avenue  
Vernon, California 90058  
(323) 583-8811

Business Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_ Contact: \_\_\_\_\_

Yes No

Is your business currently occupying this site?

Describe the proposed use of the property: \_\_\_\_\_

### **SECTION I**

**Your business may be limited to certain zones in the City and/or require a conditional use permit. Please answer all of the following questions.**

- | Yes                          | No                       | Is your use a(n):   |
|------------------------------|--------------------------|---|
| 1. <input type="checkbox"/>  | <input type="checkbox"/> | General office?   |
| 2. <input type="checkbox"/>  | <input type="checkbox"/> | Retail or Commercial use, Bar?  |
| 3. <input type="checkbox"/>  | <input type="checkbox"/> | Trade school?   |
| 4. <input type="checkbox"/>  | <input type="checkbox"/> | Hazardous waste facility?   |
| 5. <input type="checkbox"/>  | <input type="checkbox"/> | Trash-to-energy facility?   |
| 6. <input type="checkbox"/>  | <input type="checkbox"/> | Refinery, Petroleum related use or Petroleum Storage Facility?  |
| 7. <input type="checkbox"/>  | <input type="checkbox"/> | Public storage (including mini-storage) Facility?   |
| 8. <input type="checkbox"/>  | <input type="checkbox"/> | Power Plant or Cogeneration facility?   |
| 9. <input type="checkbox"/>  | <input type="checkbox"/> | Recycling facility?   |
| 10. <input type="checkbox"/> | <input type="checkbox"/> | Residential dwelling unit, multiple residential dwelling unit, single family or Independent living facility?  |
| 11. <input type="checkbox"/> | <input type="checkbox"/> | Freight or Truck terminal, including Truck Parking?   |
| 12. <input type="checkbox"/> | <input type="checkbox"/> | Operation that involves the slaughtering of animals?  |
| 13. <input type="checkbox"/> | <input type="checkbox"/> | Operation that involves the manufacturing of manure?  |
| 14. <input type="checkbox"/> | <input type="checkbox"/> | Operation that involves the rendering of animals?   |
| 15. <input type="checkbox"/> | <input type="checkbox"/> | Operation of a junk or salvage yard, including an auto wrecker or the dealing in, selling, distributing, or buying for resale scrap materials (scrap metal, cloth/rags, paper, glass, wood, wooden pallets, bottles, cardboard, plastics or other comparable matter)? |
| 16. <input type="checkbox"/> | <input type="checkbox"/> | Contractor yard (outdoor or indoor storage of equipment and materials), Public Utility or Community Facility?   |
| 17. <input type="checkbox"/> | <input type="checkbox"/> | Will more then 20% of the building space be utilized for incidental use such as office, show room?  |
| 18. <input type="checkbox"/> | <input type="checkbox"/> | Do you intend to have a retail outlet?  |

*Your use may not be permitted, may require a conditional use permit or be restricted to a certain zone of the City, if any of the above questions are checked "Yes". Check with the City of Vernon Planning Department for more information. Definitions are available in Section 26.2 of the City of Vernon Comprehensive Zoning Ordinance.*

## **SECTION II**

**Your business may be subject to certain zoning or building code provisions. Please answer all the following questions.**

- |     | <b>Yes</b>               | <b>No</b>                |   |
|-----|--------------------------|--------------------------|---|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Will your facility generate excess litter that will migrate off of the facility?  |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Is your proposed use of the property site different than the previous use?  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Will your operation have any outside storage?   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Will you be occupying a building or portion of a building that has been vacant for more than two years?   |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Will your operation create noise in excess of 75 dBA at the property line?  |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Is your site within one tenth of a mile from a school and create noise in excess of 60 dBA at the property line?  |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Will your operation create vibration in excess of four hundredths of one inch (0.04") per second particle velocity when measured at the property line?  |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Will your business use any radioactive materials other than that found: in measuring, gauging, and calibrating devices; in tracer elements in X-ray and like apparatus; or in connection with the processing and preservation of food?                                      |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Will radioactivity, when measured at the lot line, be in excess of two and seven tenths (2.7) by ten (10) to the eleventh (11 <sup>th</sup> ) power ( $2.7 \times 10^{11}$ ) micro-curies per milliliter of air at any moment of time?                                      |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Will you operate any electrical or electromagnetic devices or equipment that in operation will emit beyond the lot lines, any electrical impulse or wave which will adversely affect the operation and control of any other electrical or electronic devices and equipment? |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Will your operation include the storage of or involve activities with explosive materials?  |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Will you have bulk storage of flammable liquids or liquefied petroleum gas?   |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Will your storage height be over 12-feet from the floor to the top of storage?  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Will your operation utilize more than 500 acre feet of water per year?  |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Will you have refrigerated trucks parked onsite in excess of five minutes?  |

*If any of the above questions are checked "Yes," your use may be restricted by zoning or building code provisions Check with the City of Vernon Planning Department for more information.*

## **SECTION III (Industrial Water)**

**Your business may be subject to certain zoning or building code provisions. Please answer all the following questions.**

- |    | <b>Yes</b>               | <b>No</b>                |   |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Will your business discharge an industrial waste stream to the City sewer system, (if you have answered yes, you may need to obtain an industrial waste permit from the Sanitation District of Los Angeles County. You can contact the sanitation district at (310) 699-7411 for more information). |

**SECTION IV (AQMD Requirements)**

- | <b>Yes</b>                  | <b>No</b>                |   |
|-----------------------------|--------------------------|---|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | Will the facility have any of the following equipment? (Char-boiler, Spray booth, dry cleaning machine, printing press, internal combustion engine greater than 50-hp, boiler/combustion equipment, abrasive blasting cabinet/room, bag house/cartridge-type dust filter/scrubber, motor fuel storage and dispensing equipment)?            |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | Will any of the following operations be performed? (Application of paints of 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 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) 288-7664.*

---

***This application becomes null and void within one hundred eighty (180) days from the date of inspection if the applicant has not received a Certificate of Occupancy and occupied the building.***

I have carefully read and examined this application and know the information contained herein is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_