

## ***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 make your move into the City easier.

Anyone moving into the City of Vernon is required to obtain a Certificate of Occupancy and a Business License before moving any employees, storage, and/or equipment into the building. In addition, if your building has a burglar and fire alarm, you are required to obtain separate alarm permits. When applying for a certificate of occupancy, the proposed tenant is required to submit a complete application. A fee, based upon the square footage of building area to be occupied, is paid at the time the application is filed. Before occupancy can be approved, an inspection must be performed. An inspection date and time is then scheduled at which time a Building, Electrical, Plumbing/Mechanical, Fire Prevention, and Health Inspector will inspect the building to determine the building's compliance with the local Building, Health, City and State Codes. A few examples of some of the deficiencies the inspectors will be checking for are; adequate egress, damages to the structure, frontage improvements, unsafe electrical, adequate restroom facilities, proper ventilation, drinking water, soap dispensers with soap, paper towel dispensers with paper towels or warm air blowers, toilet paper dispensers with toilet paper, fire protection and fire extinguishers.

Upon completion of the inspection, the applicant will receive copies of the inspection reports. These reports list all deficiencies that are required to comply with the current Building, Health, City and State Codes. The occupant shall correct all required deficiencies 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 deficiencies have not yet been corrected, 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 deficiencies within a limited time frame. In order to obtain a Temporary Certificate of Occupancy, the conditions of the Temporary Certificate of Occupancy Permit shall be notarized and an additional fee must be paid prior to occupying. To obtain additional information regarding the Certificate of Occupancy process and or the Temporary Certificate of Occupancy, please contact the Public Works Department at (323) 583-8811 ext. 284.

Please note that if you fail to have a representative present or the inspectors are unable to access the building on the scheduled date and time, the applicant is subject to a **re-inspection fee** equivalent to the original inspection fee. You may cancel or reschedule an inspection with a minimum 24 hours' notice. If the occupancy inspection is canceled, 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 ext. 284. Furthermore, please take notice that any tenant is subject to a citation if a structure is occupied and the citation shall be paid prior to the issuance of the Certificate of Occupancy or the Temporary Certificate of Occupancy.

The City of Vernon imposes an annual Warehouse Special Parcel Tax (Warehouse Tax) and an annual Public Safety Parcel Tax (Public Safety Tax). The Warehouse tax is levied on the square footage of land area utilized for warehousing, distribution, truck terminal, and freight terminal occupancies. The Public Safety tax is levied on the square footage of land area or portion thereof not taxable by the Warehouse tax. For the current warehouse tax and public safety tax rates, please contact the City at (323) 583-8811 ext. 321.

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 (L.A. Region) at (213) 576-6600 for further information on this subject. If your business discharges any industrial waste 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.

Rev. 09/2020



## **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 Vernon Public Utilities 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 Vernon Public Utilities.
3. Contact the Public Works Department to obtain proper permits prior to construction.
4. Submit 2 complete Sets of electrical drawings including single-line diagram, load schedule, and site plan (if applicable) to Vernon Public Utilities Customer Service & Public Works Department – Electrical Inspector. (One for each department)
5. 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.
6. Schedule plan check(s) and inspection with Public Works – Electrical Inspector. The panel installation **must** have the Electrical Inspector's final approval before it can be energized.
7. After final approval is received, contact Vernon Public Utilities for service connection.

### **Customer Service**

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

Fax: (323) 826-1431

### **Vernon Public Utilities**

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

Fax: (323) 826-1458

### **City Electrical Inspector**

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

Fax: (323) 826-1435

### **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 properly.
- 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 to issuing the permit.
- 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 form obstructing any exterior exit doors other than the main entrance.

## Plumbing & Mechanical

- Cap all open-end gas systems.
- Terminate gas appliance vent(s).
- Remove and cap off all abandoned plumbing/utility lines.
- Install approved seismic straps on gas water heater(s).
- 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.
- Double check valves that do not meet the high hazard application requirement, use Reduce-Pressure Principle backflow prevention assembly
- 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. A separate plumbing permit is required to be obtained prior to installation.
- 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.
- 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
- Seal all electrical panels and boxes.
- Remove or repair and support all damaged electrical conduit.
- All electrical fixtures and equipment in damp areas must be rated for a wet location.
- Label all electrical protective devices as to what equipment they control.
- Provide proper strain relief for all drop cords.
- Remove cord wiring serving non-portable equipment.
- Electrical equipment shall be designed and listed for exposure to combustible fibers.
- Remove all exposed conductors and seal panels.
- Provide GFI receptacles within 6 feet of any sink.
- Provide adequate working space in front of electrical service.
- Remove or repair damaged electrical equipment.
- The main service has been damaged and shall be certified by a 3<sup>rd</sup> party inspection service.
- 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 listed as weather rated.
- Remove flexible conduit that is below 10 feet and is subject to physical damage.

## **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 has been inspected and the Title 19 certification tagged at the riser. To have a current certification, it must have been inspected and tagged within the last 5 years.
- Verify that the 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 12 inches in height.
- Remove old company name from building.

**Call the Building Division at (323) 583-8811 ext. 284 to verify if a permit is required to be obtained prior to doing any of the above listed work.**



## 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.***

PERMIT # \_\_\_\_\_

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

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

TYPE OF BUSINESS OPERATION:

Sole Proprietor    General Partnership    LLC    Corporation

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

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

BUSINESS PHONE: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

TOTAL SQ. FT. OF BUILDING: \_\_\_\_\_

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

### FOR OFFICIAL USE ONLY

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

INSPECTION

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

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

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

B.L. # \_\_\_\_\_

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

### OCC INSPECTION STATUS

	TEMP	FINAL
BUILDING:	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL:	<input type="checkbox"/>	<input type="checkbox"/>
FIRE:	<input type="checkbox"/>	<input type="checkbox"/>
PLUMB/MECH:	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH:	<input type="checkbox"/>	<input type="checkbox"/>
Inspects Calendar	Occupancy List	Reports/HD

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

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

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

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

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

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

APPROVED FOR TEMP OCC:

\_\_\_\_\_  
DATE

APPROVED FOR OCC:

\_\_\_\_\_  
DATE



4305 Santa Fe Avenue  
Vernon, California 90058

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

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

**Yes      No**

- Is the building presently occupied? If yes, provide written permission by the current occupant allowing the inspection.
- Are you occupying the entire building? If not, provide a plan showing the occupied area.

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

\_\_\_\_\_

**SECTION I**

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

- | <b>Yes</b>                   | <b>No</b>                | <b>Is your use a(n):</b>  |
|------------------------------|--------------------------|---|
| 1. <input type="checkbox"/>  | <input type="checkbox"/> | General office <b>ONLY</b> ?  |
| 2. <input type="checkbox"/>  | <input type="checkbox"/> | Will more than 20% of the building space be utilized for incidental uses such as office, show room?   |
| 3. <input type="checkbox"/>  | <input type="checkbox"/> | Retail or Commercial use, Bar, Restaurant, Fuel Station, Convenience Store, Etc.?   |
| 4. <input type="checkbox"/>  | <input type="checkbox"/> | Trade school?   |
| 5. <input type="checkbox"/>  | <input type="checkbox"/> | Hazardous waste facility?   |
| 6. <input type="checkbox"/>  | <input type="checkbox"/> | Trash-to-energy facility?   |
| 7. <input type="checkbox"/>  | <input type="checkbox"/> | Refinery, Petroleum related use or Petroleum Storage Facility?  |
| 8. <input type="checkbox"/>  | <input type="checkbox"/> | Public storage (including mini-storage) Facility?   |
| 9. <input type="checkbox"/>  | <input type="checkbox"/> | Power Plant or Cogeneration facility?   |
| 10. <input type="checkbox"/> | <input type="checkbox"/> | Recycling 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?   |

*If any of the above questions are checked "Yes". Your use may not be permitted, may require a conditional use permit or be restricted to a certain zone of the City. 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**

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

- |     | <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"/> | Will your operation have any outside storage?   |
| 3.  | <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?   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Will your operation create noise in excess of 75 dBA at the property line?  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Will your site be within one tenth of a mile from a school and create noise in excess of 60 dBA at the property line?   |
| 6.  | <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?  |
| 7.  | <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?                                      |
| 8.  | <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?                                      |
| 9.  | <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? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Will your operation include the storage of or involve activities with explosive materials?  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Will you have bulk storage of flammable liquids or liquefied petroleum gas?   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Will your storage height be over 12-feet from the floor to the top of storage?  |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Will your operation utilize more then 500 acre feet of water per year?  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Will you have refrigerated trucks parked onsite in excess of five minutes?  |

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

**Please answer all the following questions.**

**Your business may be subject to certain zoning and/or building code provisions.**

- |    | <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 (562) 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 Hotline at (800) 388-2121 or the Public Information Center at (800)288-7664.*

**FOR OFFICIAL USE ONLY**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

***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: \_\_\_\_\_