

Development Services Department
 135 N. 'D' Street
 P) 951-943-5003
 F) 951-943-6504
 www.cityofperris.org

Non-Construction Certificate of Occupancy

**PERMIT COST \$85.55
Non-Refundable**

STEP 1: Prepare for your permit

Before you can start this application/permit you will need the following:

- A completed Building Permit Application (last page)
 - Two copies of dimensioned floor plans (see attached sample)
- **Eastern Municipal Water District (E.M.W.D.) or City of Perris Water Clearance is your responsibility to contact- fees may be applicable.

STEP 2: Come to City Hall for your permit

OFFICIAL USE ONLY		Tenant/Business Name:	
Permit #:			
Site Address:		Bldg./Suite #:	
Property Owner's Name:		APN #:	
Owner's Mailing Address:		Type of use:	

STEP 3: Get the required inspections/signatures

Departments	Phone	Date	Approval Signature
A) Planning	951-943-4610		
B) Building & Safety Inspection/ Fire Marshal	951-949-5003		
C) Health Department Inspection	951-461-0284		
D) Development Services Department	951-943-5003		

Planning:

REVIEWED BY: _____ DATE: _____

ZONE: _____

OTHER PLANNING/AGENCY APPROVALS: _____

COMMENTS: _____

Building:

REVIEWED BY: _____ DATE: _____

OCCUPANCY TYPE: _____

ANNUAL FIRE/LIFE SAFETY FEE: \$ _____

COMMENTS: _____

- ___ New Business
- ___ Change of Ownership
- ___ Change of Business Name

PERMIT #: _____

Non-Construction Certificate of Occupancy

Detailed Instructions:

- A. Business License verification for the new tenant is required. You can complete this task at the **cashier's window within City Hall**. Please provide a completed business license form to the cashier. **(951) 943-4610.**
- B. Schedule an inspection with the **Building & Safety Dept. at (951) 956-2117.** The Building & Safety Inspector's signature is provided at the job site after the inspection is completed. All fixtures, office furniture, and equipment are to be in place for the inspection)
- C. If you will be selling any food products, you will need to schedule an inspection with the **County Health Dept. at (951) 461-0284.** The sign off is provided by the Health inspector/representative at the job site after the inspection is completed.
- D. **Once all the above signatures have been obtained, the release form will be sent to the business license department.**
A technician will verify that there are no outstanding fees due and will provide final sign off for the Certificate of Occupancy. The Certificate of Occupancy will be mailed to the Owner's mailing address in approximately 2-3 weeks.

Purpose of the Non-Construction Certificate of Occupancy:

Per Municipal Code 15.04.020, Section 111.1 Use and Occupancy states: "To ensure appropriate continued use of any occupied space, the building official will issue a new Certificate of Occupancy upon any change of tenant at the fee rates established by resolution of the City Council."



CITY OF PERRIS ♦♦♦♦ FIRE LIFE & SAFETY

135 N. 'D' Street ♦Perris ♦CA ♦92571 ♦Telephone (951)943-5003♦fax (951)943-6504

Fire Safety Inspection Checklist

- _____ 1. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Commercial, multi-family residential and industrial buildings shall have a minimum of 12-inch numbers with suite numbers being a minimum of six inches in size. All suites shall have a minimum of 6-inch high letters and/or numbers on both the front and rear doors. Single family residences and multi-family residential units shall have 4-inch letters and/or numbers, as approved by the Fire Prevention Bureau.
- _____ 2. Provide at least one 2A10BC fire extinguisher for every 3,000 square feet of space or 75 feet of travel distance. Extinguishers must have a tag verifying annual servicing and must be mounted 3-5 feet from the floor in plain view without obstructions (Restaurants and industrial businesses may require a specific size or type of fire extinguisher).
- _____ 3. Lightweight, multi-plug extension cords and cube adapters are not allowed for use in businesses. Extension cords shall be of a commercial type and be in good working condition. Extension cords shall not be subjected to physical damage. Extension cords shall be maintained in good condition without splices, deterioration or damage. Extension cords must be a surge protector type cord.
- _____ 4. Maintain 30 inches of clear access to circuit breaker panel(s). Provide proper labeling of breakers and provide blanks in any open space in panel.
- _____ 5. Extension cords and flex cords shall not be used in place of fixed wiring. Stapling or nailing of wiring is not permissible.
- _____ 6. All electrical and phone faceplates must be in place.
- _____ 7. All holes in walls and ceiling shall be properly sealed.
- _____ 8. Storage shall not be within 24 inches of ceiling or 18 inches from the bottom of sprinkler heads in sprinklered buildings.
- _____ 9. Maintain 36 inches of clearance around water heater.
- _____ 10. Storage under stairs is prohibited unless equipped with sprinklers and meets the clearance requirements of 18-inches from sprinkler head.
- _____ 11. Rubbish and trash build-up shall be maintained at a minimal level and removed daily.

- _____ 12. Pressurized cylinders of any kind shall be properly secured at all times and have the necessary permits pulled from the fire prevention department.
- _____ 13. Maintain 44 inches of clear access aisle width to exits.
- _____ 14. Exit doors shall be operable without the use of a key or special knowledge or effort. All locking devices shall be of the approved type.

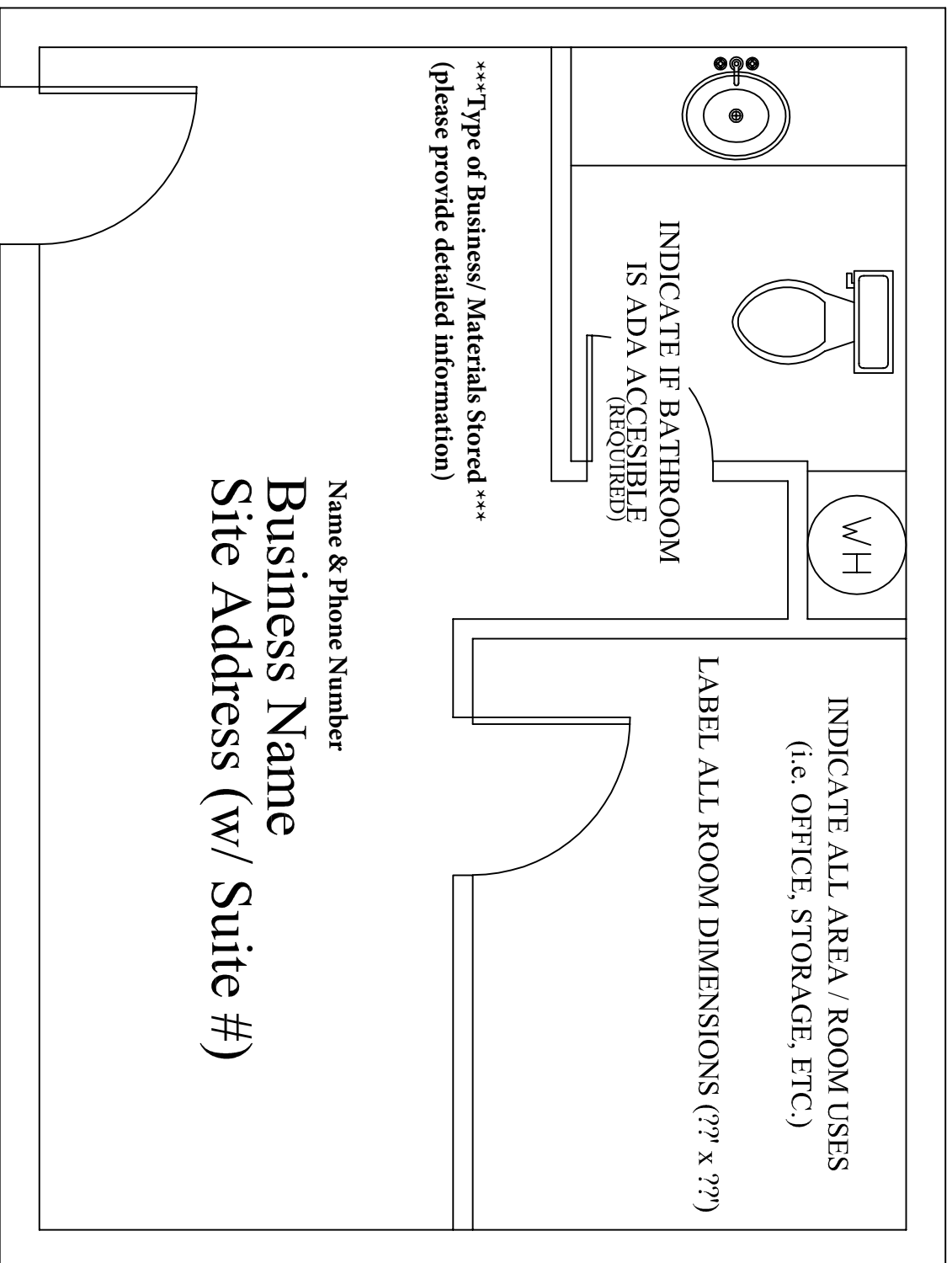
EXCEPTION: In group B, F, M, and S occupancies, key locking hardware may be used on the main exit when the main exit consist of a single door or pair of doors if there is a readily visible, durable sign on, or adjacent to the door stating, "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS".

- _____ 15. For occupant load of 50 and greater, illuminated Exit signs are to be operable at all time with separate backup power source.
- _____ 16. Emergency lighting must be operable at all times with separate backup power source. If there is no emergency lighting in the building then it will need to be installed.
- _____ 17. Any hazardous materials that are to be used or stored shall have a hazardous materials permit. Application and package is available through the fire prevention office.
- _____ 18. Maintain fire rated doors and self-closing hardware per the California Building Code.
- _____ 19. Any modification to the Fire Sprinkler or Fire Alarm System shall be done by a licensed sprinkler or alarm contractor, with plans submitted to the Fire Department for approval.
- _____ 20. New tenant spaces and new occupancy buildings shall require alarm notification devices. For multi tenant buildings an alarm notification device shall be placed in each suite. For existing buildings with new tenants an alarm notification device shall be required in each tenant space. For existing buildings that are not equipped with a fire alarm system or sprinkler monitoring system, new tenants or owners shall be required to install the appropriate type of alarm system.
- _____ 21. For any racking that is installed or is proposed to be installed please make sure the necessary racking permits are obtained from Building and Safety. For any racking that has storage 12-feet and greater, exceeds 500 square feet, then a separate high piled storage permit will be required by the fire department.
- _____ 22. Hood extinguishing systems shall be a UL300 type system. Proof of recent certification of system will be required. If the hood extinguishing system is not a current type system then the system will need to be upgraded and permits will need to be applied for and issued.
- _____ 23. All hood extinguishing systems must be tied in and monitored by the fire alarm system. If the hood extinguishing systems are not tied into the fire alarms system, they will be required to prior to obtaining certificate of occupancy.

- _____ 24. A five year certificate for the fire sprinkler system will be required to be shown during certificate of occupancy inspection. This may be obtained from the landlord or building owner.

- _____ 25. Current certificates for the fire alarm system shall be required during certificate of occupancy inspection.



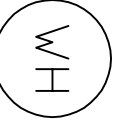

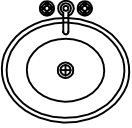
SAMPLE FLOOR PLAN (with items needed to be shown) FOR REFERENCE ONLY



***Type of Business/ Materials Stored ***
(please provide detailed information)

Name & Phone Number
Business Name
Site Address (w/ Suite #)

LEGEND

-  Illuminated EXIT sign
-  Doors and direction of opening.
-  Water Heater
-  Toilet
-  Sinks
- Show all existing walls.
- Show all proposed office furniture and equipment.
- Show location of all fire extinguishers / sprinklers.
- Label total square footage.
- Check Fire Dept. checklist for additional items.
- Provide dimensions for each rooms
- Show Exits

Note:
 Vehicle repair businesses require ventilation of the work shop area-
 inquire with Building & Safety for specifics



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Building Permit Application

Project Information:		OFFICIAL USE ONLY	
Jobsite Address (include Bldg. / Suite #):		Permit #	Plan Check [] SFA [] In House
Map & Lot Number / Assessor's Parcel (APN) #:		NOTES:	
Business Name:		Type of Business:	
Work Includes: <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Structural			
Description of Proposed Work (include all areas):			Sq. Ft.:
			Valuation:
Property Owner's Name:		Mailing Address:	Phone:
Applicant/Agent/Contractor Information: <input type="checkbox"/> Applicant <input type="checkbox"/> Agent <input type="checkbox"/> Contractor		City Business License #:	Contractor's License #:
Contact Person:		Email:	Phone:
Company/Firm Name:		Mailing Address:	Phone:
Architect/Engineer's Name:		Mailing Address:	Phone:
Clearances: The following clearances will be required prior to issuance of your building permit: <i>*Fees may be required for these clearances*</i>			
1	Building & Safety/ Fire Marshal	(951) 943-5003	
2	Planning (project approvals, etc.)	(951) 943-5003	
3	Engineering (grading plan, encroachments, etc.)	(951) 943-6504	
4	Eastern Municipal Water District (EMWD) (sewer and/or water)	(951) 928-3777 x6203	
5	Environmental Health Dept. (food prep., public pools, etc.)	(951) 955-8980	
6	CR&R (required trash disposal service for all construction debris)	(800) 755-8112	
7	Riverside County Health Dept. (septic system)	(951) 296-6900	
8	Perris High Unified School District	(951) 943-6369	
9	Perris Elementary School District	(951) 657-3118	
10	Val Verde Unified School District	(951) 940-6100	
ADDITIONAL NOTES			
11	Homeowner's Association (HOA) – check HOA CC&R's		
12	Pre-construction meeting to be scheduled at permit issuance (new homes/commercial)		
13	Letter of Authorization from property owner (on their letterhead) for commercial/residential must be notarized		
14	Property Tax Bill or Grant deed along with a valid drivers license for all homeowners is required		
15	Agent/Employee Authorization when representing the Contractor		
16	Electrical contractor is required for any commercial project (owner/builders)		
Signature of Applicant		Date:	

The Development Services Assistant will contact the applicant when the plans are ready for corrections or issuance.