Guide to Obtaining A Certificate of Occupancy for Your Business

1. Applicants wishing to start a business in Alhambra must complete an APPLICATION FOR A CERTIFICATE OF OCCUPANCY and submit the application to the Community Development Department located at 111 South First Street, Alhambra, CA 91801.

2. The applicant must provide the following:
   - the business name, business owner's name, address and phone number, and property owner's name, mailing address and phone number;
   - proposed use of the building, including business description and equipment to be used or installed, building square footage, number of employees and days and hours of operation;
   - business proposal/business plan;
   - a site and/or floor plan; and
   - Property Owner Authorization of Use Form

3. Under State law, all new restaurants are required to have a grease interceptor, including restaurants undergoing a change of ownership. If the property has a grease interceptor that is not up to standards, it must be replaced with the proper sized grease interceptor.

4. Approved applicants will be required to pay a non-refundable fee in the amount of $243. This fee is for the application processing fee and required building and fire inspections. A health inspection will also be required for food establishments and grocery stores.

5. Inspections are to be scheduled after your business is completely set-up.
   - For an occupancy inspection from the Building Division, call (626) 570-3540. The inspection will be conducted the next business day.
   - For a Fire Department occupancy inspection, call (626) 570-5181. Please provide your name, business name, business address, phone number, the time and days to be reached to set up an appointment (for example, Monday through Friday, from 8:00 A.M. to 5:00 P.M.). A Fire Department representative will contact you by telephone to arrange an appointment. If a re-check inspection is necessary, there will be an additional fee of $61 per hour.

Please Note
All applications are good for 90 days. If required inspections and approvals are not obtained within 90 days, you will be required to re-apply and repay the Certificate of Occupancy fee.
- If your business is a food establishment call the **Los Angeles County Health Department** at (888) 700-9995. You are required to provide a copy of your Temporary Permit issued by the Los Angeles County Health Department to the Community Development Department within 30 days of the issuance of the City’s Certificate of Occupancy.

6. If the business needs tenant improvements, plans must be reviewed and finalized by the Building Department after the approval of your application for a Certificate of Occupancy. Your Certificate of Occupancy application will be processed after the work is completed.

7. If the location has been vacant for six (6) or more months, a hearing will be required with the Planning Commission. Additional fees will be required.

8. Some businesses and specific uses will require approval from the Planning Commission before the application for a Certificate of Occupancy may be processed. (Please inquire with the Planning Division to verify if your business requires Planning Commission approval).

9. All new signage will require review and approval by the Community Development Department. Additional fees will be required if the sign requires approval from the Design Review Board.

10. Approved applicants will also be required to obtain a Business License from the Finance Department. The business license application and fee will be provided by the Finance Department.

11. When inspections are completed, a Certificate of Occupancy and Business License will be mailed to you.

12. A Certificate of Occupancy may not be transferred, assigned or conveyed to another business/company. If there is a change in business address or ownership, a new Certificate of Occupancy is required.

13. For more information about this application, please call the Community Development Department at (626) 570-5034.

### YOUR INSPECTIONS - FOR YOUR RECORDS

#### BUILDING DEPARTMENT INSPECTION RECORD

<table>
<thead>
<tr>
<th>INSPECTED BY</th>
<th>PHONE NUMBER</th>
<th>DATE</th>
<th>INSPECTION STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(626) 570-</td>
<td></td>
<td></td>
<td>Complete Another Inspection Needed</td>
</tr>
<tr>
<td>(626) 570-</td>
<td></td>
<td></td>
<td>Complete Another Inspection Needed</td>
</tr>
<tr>
<td>(626) 570-</td>
<td></td>
<td></td>
<td>Complete Another Inspection Needed</td>
</tr>
</tbody>
</table>

#### FIRE DEPARTMENT INSPECTION RECORD

<table>
<thead>
<tr>
<th>INSPECTED BY</th>
<th>PHONE NUMBER</th>
<th>DATE</th>
<th>INSPECTION STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(626) 570-</td>
<td></td>
<td></td>
<td>Complete Another Inspection Needed</td>
</tr>
<tr>
<td>(626) 570-</td>
<td></td>
<td></td>
<td>Complete Another Inspection Needed</td>
</tr>
<tr>
<td>(626) 570-</td>
<td></td>
<td></td>
<td>Complete Another Inspection Needed</td>
</tr>
</tbody>
</table>
CERTIFICATE OF OCCUPANCY FEE SCHEDULE

<table>
<thead>
<tr>
<th>APPLICATION PROCESSING FEE</th>
<th>$75.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING DIVISION INSPECTION</td>
<td>$65.00</td>
</tr>
</tbody>
</table>
| FIRE DEPARTMENT INSPECTION  | $101.00 per hour
                               | Re-check inspections if necessary, $60.00 per hour with a one hour minimum.

FIRE DEPARTMENT INSPECTIONS

It is mandatory to have a Fire Department inspection in order to ensure a safe and fire hazard-free environment for you, your employees and your customers.

The inspection can be completed as soon as the Fire Department has received a copy of your Certificate of Occupancy Application from the Development Services Department, which may take five to seven working days to process. In addition, all equipment, merchandise, and processes must be set-up and ready to operate.

Provided below is a PARTIAL LIST of fire code violations, which most often prevent a new business from passing the fire inspection on the first visit. Other violations, if found, must be corrected before an approval is obtained.

FIRE EXTINGUISHERS

All fire extinguishers must be in place and securely mounted on a wall three feet (3') to five feet (5') off the floor, by main exit(s). Travel distance cannot exceed 75 feet to any fire extinguisher within the structure. As a rule of thumb, one extinguisher is required for every 3,000 square feet of floor area. Each fire extinguisher must have a current State Fire Marshal’s annual service tag or it must be within its first year since purchase (it must be accompanied by a receipt or proof of purchase date). Minimum rated 2:A-10:BC for light hazard office areas and 2:A-20:BC for MOST OTHERS, 3A-40:BC acceptable if 2:A-20:BC not available. Please call (626) 570-5193 for requirements at business locations with hazardous materials.

EXITS

All Exits must be free from obstructions. Exit signs are required over all exits with letters at least three quarter inches (3/4") wide and six inches (6") high. Illuminated exit signage and exit way lighting shall be maintained in good working order, with proper back up power. All exits must be unlocked from inside at all times and must be openable from the inside without the use of a key, tool, special effort, or knowledge. Exception: key operated doors at the main entrance of Assembly spaces with 300 or less occupants, offices, industrial, mercantile and storage facilities with a sign stating “THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED”, and that are readily observable as locked or unlocked. Note: this exception may be revoked with due cause.
FIRE DEPARTMENT INSPECTIONS (CONTINUED)

HOUSEKEEPING

Building shall be maintained in good repair. Basements, floors, closets, attics and similar places shall be kept free from combustible litter or rubbish. Storage is not permitted in boiler rooms, mechanical rooms, electrical panel rooms, exits, passageways, stairways, corridors, etc.

ELECTRICAL

Extension cords are prohibited in place of fixed wiring. Faulty or hazardous wiring is prohibited. All new electrical work requires permits which may be obtained from the building department.

UNPERMITTED CONSTRUCTION/USE

Un-permitted uses and construction shall not be accepted, except as allowed by the City of Alhambra Building and Safety.

BUILDING AND SAFETY DIVISION INSPECTIONS

Below is a list of items that the inspector will be looking for on the inspection. The list does not cover all items, but includes more of the common corrections found.

- Property address clearly visible from street
- The location is set up to look like it is ready to operate
- If the door has a key operated locking device from the egress side, a sign above the entrance door frame should be in place reading “This door to remain unlocked when this space is occupied”
- Exit signs and adequacy of exits
- Shelving over 6’ is properly anchored. If a new shelving proposed is over 8’ then it will need plans with calculations submitted for seismic resistance
- All business’s that involve food handling need a grease interceptor
- Restroom is available for customer’s and employee’s use
- No use of extension cords to provide permanent power
- No exposed wiring where it can be a threat to customer and employee safety

To schedule for an inspection call (626) 570-3240 and leave a message at least 1 business day in advance of desired inspection date. The inspection request line accepts calls between the hours of 8:00a.m. to 2:30p.m.

Inspections are usually conducted between 9:00a.m. to 4:00p.m. with typical time frames between 9:00a.m. to 12:00p.m., 11:00a.m. to 2:00p.m., and 1:00p.m. to 4:00p.m. To find out which timeframe your inspection will fall under, please call (626) 570-5034 any time after 8:30a.m. the day of your scheduled inspection.

After the inspection has been concluded, if any corrections were issued by the inspector then those items will need to be completed before calling for a re-inspection. If the items have not been completed at time of re-inspection, then an inspection fee may be charged for each subsequent inspection.
HEALTH DEPARTMENT INSPECTIONS

The Health Department requires approved plans and inspections for:

- Restaurants
- Markets and grocery stores
- Food makers
- Food processing or storage
- Bakeries
- Public swimming pools
- Radiological installation
- Board and care homes
- Nursery schools

Health Department plan checking is done at the West Covina Health Center at 1435 West Covina Parkway, Room 5 in West Covina, (626) 813-3344. All questions regarding a proposed plan should be directed to that office. This office also performs inspections for changes of ownership for businesses north of Main Street.

The East Los Angeles Food District/Environmental Health Office at 245 South Fetterly Avenue, Room 2014 in Los Angeles, (323) 780-2272, provides the ongoing inspection of existing establishments. It also performs inspections for changes of ownership for business south of Main Street.

Public swimming pools, gym and condominium pools and spas are approved through the Los Angeles office at 225 Corporate Place, Rm. 150 Monterey Park. The phone number for that office is (323) 881-4160.

On behalf of the City of Alhambra, the Community Development Department wishes you the best on your new endeavor and much success with your new business!