



## CITY OF LAGUNA HILLS CERTIFICATE OF USE AND OCCUPANCY GUIDELINES

### **WHO NEEDS A CERTIFICATE OF USE AND OCCUPANCY?**

All businesses within the City of Laguna Hills must obtain a Certificate of Use and Occupancy (CofUO). A Certificate of Use and Occupancy is needed for new or existing businesses (established before or after the City's incorporation), and businesses that are changing the business name, changing ownership, adding square footage to the business location, or moving to a new location. A CofUO application must be submitted to the Planning Department before you can legally occupy your building and conduct business operations.

### **APPLYING FOR A CERTIFICATE OF USE AND OCCUPANCY**

In order to obtain a Certificate of Use and Occupancy the following materials must be submitted to the Community Development Department:

1. A completed Certificate of Use and Occupancy Application.
2. **An 8½" by 11" scaled and dimensioned floor plan**, showing dimensions of all walls and any fixed equipment, total square footage and proposed use of the property/tenant space. (This is not required if CofUO application is submitted in conjunction with a tenant improvement.) All eating establishments (i.e. restaurants, donut & pastry shops and coffee shops & delicatessens) that desire "OUTDOOR DINING" must show the location and number of tables, chairs and umbrellas on the required 8½" x 11" scaled and dimensioned floor plan.
3. A completed Workers' Compensation Insurance Form.
4. A completed OCFA Plan Submittal Criteria Checklist.
5. Payment of the \$216.59 Certificate of Use and Occupancy Application fee (exact cash, credit card, or check payable to the City of Laguna Hills).

***Certificate of Use and Occupancy materials must be submitted in person at the Public Counter in City Hall, located at 24035 El Toro Road. Counter hours are Monday through Thursday from 1:00 p.m. to 5:30 p.m. and Fridays 1:00 p.m. to 5:00p.m.***

### **Disability Access Laws**

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx).

The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).

The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

### **Uses/Occupancies involving tenant improvements**

Information about plan submittal requirements can be obtained from the Building Department at (949) 707-2627. If a building permit for tenant improvement is required, the cost of the Certificate of Use and Occupancy will be included in the permit fees. Building permit fees will vary according to project improvements.

**Separate permits may be required for the installation of signs.** Please contact the Planning Department at (949) 707-2672 for information regarding sign regulations.

### **INSPECTIONS**

If the occupancy does not involve tenant improvements and the business is completely set-up, contact the Building Department by calling (949) 707-2660 to schedule an on-site inspection (call before 4:00 p.m. on a business day to schedule an inspection for the following business day). Once inspected and approved, and the City receives authorization to issue from the Orange County Fire Authority, an official Certificate of Use and Occupancy will be mailed to the business location and a copy will remain on file with the City. Please note: As of March 1, 2017 Health & Safety Code 118600 requires certain all gender restroom signage that complies with Title 24 of the California Code of Regulations for all single-user toilet facilities in any business establishment.

If the occupancy involves alterations and building permits, a Certificate of Use and Occupancy will be issued following the CofUO inspection, which occurs after the final building permit inspection.



CITY OF LAGUNA HILLS
APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY

APPLICANT INFORMATION

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

Business Name: \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Business Address: \_\_\_\_\_ Bldg/Suite#: \_\_\_\_\_

Business Fax: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_ Business e-mail \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Emergency Contact/Telephone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Type of Business (Detailed Description): \_\_\_\_\_

Does your business involve: (check all that apply)

- Adult Uses, Massage, Alcohol, Body Piercing/Tattoos, Activities Outside of the Building

Type of Use: Retail, Office, Warehouse, Manufacturing

Total Square Feet: Retail, Office, Warehouse, Manufacturing (sq. ft.)

Is this business: New or Existing (includes change of owners)?

Hours of Operation (Days & Hours) Number of Employees:

State Sales Tax ID #: Federal Employer ID (FEIN)

State License #: State Employer ID (SEIN):

I have received a copy of Chapter 5-28 of the Laguna Hills Municipal Code and agree to abide by all provisions within said chapter.

Print Name (authorized owner/manager)

Signature

PROPERTY MANAGER/LEASING AGENT INFORMATION

(check one) Property Owner, Property Manager, Leasing Agent

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

STAFF USE BELOW THIS LINE

Building Project#: Parking Required: Approved Outdoor Dining Yes No

O.C.F.A. approval required? Center File No# Databases? O.C.F.A. Service Request # O.C.F.A. Final Approval Date:

Remarks/Conditions: \_\_\_\_\_

By: Date: Certificate w/T.I.'s Plot Plan Attached



## CITY OF LAGUNA HILLS

# SMOKING REQUIREMENTS FOR BUSINESSES

All businesses are required to comply with the smoking policies established in the Laguna Hills Municipal Code Chapter 5-28. This chapter regulates where smoking is not permitted within the City and what signage is required to communicate smoking requirements.

### **WHERE IS SMOKING PROHIBITED?**

Smoking is NOT PERMITTED in most businesses within the City of Laguna Hills. Additionally, smoking is prohibited within 20 feet of any outdoor patio or dining area. Chapter 5-28.030 and 5-28.040 list locations where smoking is prohibited.

### **WHAT SIGNAGE IS REQUIRED?**

- “No Smoking” signage is required in all businesses where smoking is prohibited.
- “No Smoking” signs are required in all outdoor patio and dining areas. Outdoor signs must state that no smoking is allowed within 20 feet of the outdoor area where smoking is prohibited.
- All tables within outdoor patios or dining areas must have a “No Smoking” symbol affixed.
- For specific signage requirements, see Chapter 5-28.070.

### **RESPONSIBILITY OF BUSINESSES**

- Post required signage prior to building inspection and replace within 5 days if damaged or removed.
- Remove all ashtrays from areas where smoking is prohibited.
- Verbally request any patron who is smoking to refrain from smoking where smoking is prohibited.

Compliance with smoking requirements will be a part of each Certificate of Use and Occupancy inspection. If the requirements of Chapter 5-28 are not met, a Certificate of Use and Occupancy cannot be issued by the City until the necessary corrections are made.

Chapter 5-28 is attached. Should you have any questions concerning the requirements of this chapter, please contact Code Enforcement *prior* to scheduling a building inspection. Required “No Smoking” signs must be posted to pass the building inspection and receive your Certificate of Use and Occupancy. Examples of “No Smoking” signage are also attached. Signs can be ordered online and found at some hardware and home improvement stores. It is the responsibility of the business to acquire and post signage according to the requirements set forth in Chapter 5-28 of the Laguna Hills Municipal Code.

## Chapter 5-28

### SMOKING AND SALE OF TOBACCO PRODUCTS\*

#### Sections:

- 5-28.010 Purpose and findings.**
- 5-28.020 Definitions.**
- 5-28.030 Prohibition of smoking in places accessible to the public.**
- 5-28.040 Prohibition of smoking in places of employment.**
- 5-28.050 Tobacco vending machines prohibited.**
- 5-28.060 Self-service display—Requirement of vendor assisted sales.**
- 5-28.070 Posting of signs—General.**
- 5-28.080 Enforcement.**
- 5-28.090 Violation—Penalty.**
- 5-28.110 Citation authority.**
- 5-28.120 Power to adopt more restrictive smoking policies.**

\*Prior History: Ord. 99-5; prior code §§ 5-15.005—5-15.120.

#### **5-28.010 Purpose and findings.**

The purpose of this chapter is to protect the public health and welfare from the harmful health effects associated with secondhand smoke by regulating smoking in public places and places of employment. In addition, the purpose of this chapter is to reduce the availability of tobacco products to minors by banning the sale of tobacco products from vending machines and from self-service displays. This chapter is based on the following findings:

- A. Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution.
- B. Studies have shown that breathing secondhand tobacco smoke is a significant health hazard for several populations, including children, elderly people, individuals with cardiovascular disease, individuals with impaired respiratory function, asthmatics, and those with obstructive airway disease.
- C. The Americans with Disabilities Act, which requires access for disabled persons in public places and work places, deems impaired respiratory function a disability.
- D. The Surgeon General of the United States found in a 1986 report that secondhand tobacco smoke is a cause of lung disease, including lung cancer, in healthy nonsmokers. The Surgeon General further found that the simple separation of smokers and nonsmokers within the same air space may reduce, but does not elimi-

nate, the exposure of nonsmokers to secondhand tobacco smoke.

- E. Studies have shown that secondhand tobacco smoke is a cause of cardiovascular disease in healthy nonsmokers.
- F. Nonsmokers with allergies, respiratory disease, and those who suffer other ill effects of breathing secondhand smoke may experience a loss of job productivity or may be forced to take periodic sick leave because of reactions to secondhand tobacco smoke.
- G. Studies have shown some nonsmokers cannot dine in restaurants because of an adverse reaction to or annoyance from secondhand tobacco smoke.
- H. The EPA has designated secondhand smoke as a Class A carcinogen and a significant cause of respiratory problems in children.
- I. Prohibiting the sale of tobacco products through vending machines will help prevent cigarette use by minors, and by diminishing accessibility to tobacco products, will help promote a smoke-free environment.
- J. The Centers for Disease Control report that tobacco products are often the first drug used by minors who use alcohol and illegal drugs, that three out of four teenage smokers have tried to quit at least once but failed, and that although it is illegal in all states to sell tobacco products to minors, more than seventy-five (75) percent of underage tobacco users across the country are not asked to show proof of age when they purchase tobacco products in stores.
- K. The United States Department of Health and Human Services reports that the tobacco industry loses two million (2,000,000) smokers each year because they either quit smoking or die, and that those smokers are replaced by three thousand (3,000) youngsters who begin smoking every day.
- L. The Food and Drug Administration reports that if individuals do not begin to use tobacco as youngsters, they are highly unlikely to begin using tobacco products as adults, and that ninety (90) percent of all smokers begin smoking by age nineteen (19) and sixty (60) percent begin by age fourteen (14).
- M. Studies have shown that youth addiction to tobacco products is a public health problem with serious health consequences. In recognition of the Surgeon General's conclusion that nicotine is as addictive as cocaine or heroin, action is needed to curtail the easy access of minors to cigarettes and to other tobacco products.
- N. The California Youth Tobacco Survey reports that approximately fifty (50) percent of minors who

smoke cigarettes purchase their own cigarettes from stores in their communities. Additionally, a significant number of studies have shown that there is a direct correlation between self-service tobacco displays and increased youth access to tobacco products. These studies have shown that self-service tobacco displays contribute to youth access by promoting shoplifting and illegal sales of tobacco to minors.

- O. Prohibiting the sale of tobacco products through self service displays will help prevent tobacco use by minors, and diminishing accessibility to tobacco products will help promote a smoke-free environment.
- P. Numerous economic analyses examining the restaurant and hotel receipts and controlling for economic variables have shown either no difference or a positive economic impact after enactment of laws requiring workplaces to be smoke-free. Creation of smoke-free workplaces is sound economic policy and provides the maximum level of employee health and safety.
- Q. The increasingly frequent use of electronic cigarettes, which emit a smoke-like vapor similar in appearance to the exhaled smoke from cigarettes and other conventional tobacco products and are largely unregulated by the federal or state government, involuntarily exposes members of the public to potentially dangerous secondhand byproducts, undermines enforcement of no-smoking laws, and threatens to undermine compliance with smoking regulations and reverse the progress that has been made in establishing a social norm that smoking is not permitted in certain locations. Therefore, it is appropriate to regulate the use, sale and distribution of electronic cigarettes in the same manner as cigarettes and other traditional tobacco products.

(Ord. 2014-5 § 3; Ord. 2005-1 § 2 (Exh. A (part)))

### **5-28.020 Definitions.**

For the purposes of this chapter, the following words and phrases have the following meaning:

“Ashtray” means any receptacle or device used to hold, contain, or extinguish a cigarette, cigar, pipe, match, weed, plant, or other combustible substance in any form.

“Bar” means an area, which is devoted to the serving of alcoholic beverages and in which the service of food is only incidental to the consumption of alcoholic beverages, and for which the owner/operator has a valid ABC Type 61, 41, 42, 47, or 70 liquor license.

“Business” means any sole proprietorship, partnership, joint venture, corporation, or other business entity

formed for profit-making purposes, including retail establishments where goods or services are sold, as well as professional corporations and other entities under which professional services are delivered and any nonprofit entity.

“Cigar lounge” means a private smokers’ lounge that excludes minors consisting of an enclosed area in or attached to a retail or wholesale tobacco shop that is dedicated to the use of tobacco products, including but not limited to cigars and pipes.

“Dining area” means any area containing a counter or tables upon which food or beverage are consumed or served.

“Electronic cigarette” means an electronic and/or battery-operated device, the use of which may resemble the smoking of tobacco, that can be used to deliver nicotine or other substances through vapor inhaled by the user. The term includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an e-cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or any other product name or descriptor, including any component, part or accessory of such a device, whether or not sold separately. The term does not include any inhaler or other device specifically approved by the United States Food and Drug Administration for therapeutic purposes or for use in the mitigation, treatment, or prevention of disease, where such product is marketed and sold solely for such an approved purpose.

“Employee” means any person who is employed by any employer for direct or indirect monetary wages or profit, including those employed full-time, part-time, temporary, or contracted for from a third party; employee also means any person who serves as a volunteer for a business or nonprofit entity.

“Employer” means any person, business, or nonprofit entity, which employs the services of one or more persons, and includes the city of Laguna Hills.

“Enclosed” means closed in by a roof and four or more connected, floor-to-ceiling walls with appropriate openings for ingress or egress.

“Food service counter area” means a bar or counter area which is primarily devoted to the service of food and where the service of alcoholic beverages is only incidental thereto. Where the gross receipts from the sale of food is more than fifty (50) percent of the total gross receipts from the bar or counter area, it shall be conclusively presumed that the bar or counter area is primarily for the service of food.

“Mall” means any enclosed public walkway or hall area, which serves to connect retail or professional establishments.

“Minor” means any person less than eighteen (18) years of age.

“Parking garage” means an enclosed garage where members of the general public park their cars.

“Person” means any individual, corporation, non-profit corporation, partnership, or unincorporated association.

“Place of employment” means any enclosed area under the control of an employer, which employees normally frequent during the course of employment. A private residence being used for home occupation purposes shall not be construed as a place of employment, except when the residence is being used for child day care and elder care which is licensed under the Health and Safety Code.

“Public place” means any area to which the public is invited or in which the public is permitted.

“Restaurant” means any eating establishment, organization, club, boardinghouse, or guest house which gives or offers food for sale to the public, guests, patrons, or employees as well as kitchens in which food is prepared on the premises for serving elsewhere, and includes outside dining areas, except that the term “restaurant” shall not include a “bar” as defined in this chapter. A restaurant includes, but is not limited to, a food service counter area, donut shop, sandwich shop, juice store, luncheonette, coffee shop, or fast food outlet of any type.

“Self-service display” means the open display of tobacco products that the public has access to without the intervention of a store employee, including but not limited to a rack, a shelf, or a counter top display.

“Service line” means any line at which one or more persons are waiting for or receiving service of any kind, whether or not such service involves the exchange of money.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, operating electronic cigarette, weed, plant, or other combustible substance in any manner or in any form.

“Sports arena” means an enclosed sports pavilion, gymnasium, health spa, boxing arena, swimming pool, roller and ice rink, bowling alley, and other similar places where members of the general public assemble to either engage in physical exercise, participate in athletic competition, or witness sports events.

“Tobacco product” means any manufactured substance made from the tobacco plant, including but not limited to cigarettes, cigars, pipe tobacco, smokeless tobacco

products or any other form of tobacco or tobacco papers which may be utilized for smoking, chewing, inhalation, or other means of ingestion. For purposes of this chapter, the term “tobacco product” shall also include an electronic cigarette, as defined in this chapter.

“Tobacco retailer” means any person or business that operates a store, stand, booth, concession, or other place at which sales of tobacco, tobacco products, or tobacco paraphernalia are made to purchasers for consumption or use.

“Tobacco shop” means a business establishment whose principal purpose is the sale of tobacco products, including but not limited to, cigars, pipe tobacco, and smoking accessories.

“Tobacco vending machine” means any machine or device designed for or used either wholly or partly for the vending of cigarettes, cigars, tobacco, or tobacco products upon the insertion of coins, bills, or slugs.

“Vendor-assisted” means a purchase requiring a direct, face-to-face exchange between the store proprietor or employee and the customer, in which the store proprietor or employee assists the customer by supplying the tobacco product. The customer does not take possession of the tobacco product until after it is purchased.

“Work area” or “workplace” means any area of a place of employment enclosed by floor to ceiling walls in which two or more employees are assigned to perform work for an employer. (Ord. 2014-5 § 4; Ord. 2005-1 § 2 (Exh. A (part)))

#### **5-28.030 Prohibition of smoking in places accessible to the public.**

Smoking is prohibited and is unlawful in the following public places and other public places similarly situated, including, but not limited to, the following areas:

- A. All enclosed areas (including lobbies, hallways, and other common areas) available to and customarily used by the general public, including, but not limited to, the public area of retail stores, a bank, and other service establishments;
- B. Elevators, escalators, and stairways;
- C. Public restrooms;
- D. Service lines;
- E. All reception and waiting areas;
- F. Galleries, libraries, and museums;
- G. Within any facility which is primarily used for, or designated for the primary purpose of, exhibiting any motion picture, stage drama, lecture, musical recital, or other similar performance;
- H. All enclosed areas available to and customarily used by the general public in hotels and motels, including,

but not limited to, lobby and registration areas, hallways, dining areas, banquet and conference rooms, and retail shops; smoking may be permitted in sixty-five (65) percent of guest rooms at the discretion of the management;

- I. Public parks, sports arenas, and convention halls;
- J. Video arcades, bingo parlors, card rooms, game rooms, pool halls, dance halls, and other amusement centers;
- K. Child day care and elder care facilities as defined in the California Health and Safety Code and private residences while used as family day care homes;
- L. Rooms, chambers, or other enclosed areas where a meeting is being held which is or can be attended by the general public;
- M. Retail food marketing establishments, including grocery stores, supermarkets, and convenience stores;
- N. Restaurants, public and private, including outdoor patio and dining areas;
- O. Within twenty (20) feet of an outdoor dining or patio area;
- P. Theaters and theater-bar combinations;
- Q. Laundromats;
- R. Beauty shops, nail parlors, barber shops, or similar uses;
- S. Lobbies, hallways, and other common areas in apartment buildings, condominiums, retirement facilities, and nursing homes;
- T. Malls;
- U. Polling places;
- V. Parking garages;
- W. Bars;
- X. Public transportation facilities, including waiting areas and bus stops;
- Y. Within twenty (20) feet of main entrances, exits, and operable windows of any building owned, leased, and occupied by the state, county, or city, and buildings of the University of California (UC), California State University (CSU), and California community colleges;
- Z. Within all facilities and areas specified by state law, including workplaces, schools, tot lots, and playgrounds.

(Ord. 2005-1 § 2 (Exh. A (part)))

**5-28.040 Prohibition of smoking in places of employment.**

Except as otherwise prohibited by Section 5-28.030, smoking is also prohibited and is unlawful in all enclosed facilities within a place of employment. This includes common work areas, auditoriums, classrooms, conference

and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities. (Ord. 2005-1 § 2 (Exh. A (part)))

**5-28.050 Tobacco vending machines prohibited.**

No cigarette or other tobacco product may be sold, offered for sale, or distributed by or from a tobacco vending machine. No tobacco vending machines shall be placed or maintained in any public place or place of employment. (Ord. 2005-1 § 2 (Exh. A (part)))

**5-28.060 Self-service display—Requirement of vendor assisted sales.**

It shall be unlawful for any person, business, or tobacco retailer to display for sale or to sell any tobacco product by means of a self-service display. All sales of any tobacco products shall be vendor-assisted. The provisions of this section shall not apply to tobacco shops and cigar lounges as defined in this chapter. (Ord. 2005-1 § 2 (Exh. A (part)))

**5-28.070 Posting of signs—General.**

Every public place and place of employment where smoking is prohibited by this chapter shall have posted at every entrance a conspicuous sign clearly stating that smoking is prohibited, as follows:

- A. Indoor Sign Requirements. “No Smoking” signs with letters of not less than one inch in height, and the international “No Smoking” symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly posted (and visible from the interior) on every entrance door, or within five feet of an entrance door, and sufficiently and conspicuously posted at other appropriate locations within the building (i.e. kitchen, restroom, etc.) by the owner, operator, manager, or other person having control of such building or other place. Signs, which have been removed, shall be replaced within five working days.
- B. Outdoor Sign Requirements. “No Smoking” signs, with letters of not less than one inch in height, and the international “No Smoking” symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly posted (and visible from the exterior) on every entrance door, or within five feet of every entrance door, by the owner, operator, manager, or other person having control of such building or other facility. “No Smoking” signs, with letters of not less than one inch in height, and the international “No

Smoking” symbol shall be posted in the outdoor dining areas, which specifically state that smoking is not allowed within twenty (20) feet of every outdoor area regulated by this chapter. In addition, a “No Smoking” sign or the international “No Smoking” symbol shall be attached to the top of every outdoor dining table, so that it is clearly visible. No ashtrays are allowed in any outdoor dining area. Signs, which have been removed, shall be replaced within five working days.

(Ord. 2005-1 § 2 (Exh. A (part)))

**5-28.080 Enforcement.**

The City Manager or his or her designee and the City Attorney shall enforce this chapter.

- A. Registration of Complaints. Any citizen, employee, or business patron who desires to register a complaint under this chapter may initiate enforcement with the City Manager or his or her designee.
- B. Inspection. As part of any certificate of use and occupancy application, the city’s Community Development Department shall provide a copy of this chapter’s regulations to the new business. At final inspection and prior to issuance of the certificate of use and occupancy permit, the Department shall verify that all requirements of this chapter have been complied with.
- C. Duty to Orally Inform. Except under circumstances involving a risk of physical harm to the employer or any employee, an owner, manager, or authorized agent of any business regulated by this chapter, shall orally request a non-employee who is smoking to refrain from smoking where smoking is prohibited.
- D. Responsibility of Businesses. It is unlawful for any person who owns, operates, manages, or otherwise controls the use of any business subject to the restrictions of this chapter, to fail to comply with its provisions. All ashtrays shall be removed from any area where smoking is prohibited in this chapter. However, the owner, operator, manager or other person having



# NO SMOKING



**Smoking is prohibited in this  
establishment**

# NO SMOKING



Smoking is prohibited within **20 feet** of  
the outdoor dining area

# EMPLOYERS MUST HAVE WORKERS' COMPENSATION INSURANCE

I understand that under California law, I am required to carry workers' compensation insurance for my employees at all times.

I further understand that my failure to have the appropriate coverage will subject me to civil penalties of \$10,000 per employee who is not covered by worker's compensation AND criminal penalties of up to one year in jail and/or a fine of up to \$10,000.

I know that even if I don't have employees right now, I will be required to get workers' compensation coverage as soon as I have one or more employees.

Signed :

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

Print name:

\_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Address, city, state, zip:

\_\_\_\_\_

Name of business:

Telephone: ( ) \_\_\_\_\_

\_\_\_\_\_

Business address, city, state, zip:

\_\_\_\_\_

I currently have employees:  yes  no



# ORANGE COUNTY FIRE AUTHORITY

# COM

## Plan Submittal Criteria COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

### INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer: - "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit [www.ocfa.org](http://www.ocfa.org) for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City
Project Scope/Business Description		

- YES NO**
- Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
  - Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
  - Located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? *Methane Work Plan. (PR170)*
  - Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
  - Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
  - Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
  - Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (> 50 gal. electrolyte, > 1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
  - Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
  - Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
  - Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

### Initial each of the following two items indicating that you have read and understand the statement:

- \*Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications.  
Initials \_\_\_\_\_
- Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements.  
Initials \_\_\_\_\_

### I certify under penalty of perjury under the laws of the State of California that the above is true:

Print Name	Signature
Phone Number (       )	Date                    /                    /

**Building Department:** If you have verified that all of the questions have been answered accurately as "NO", and the project does not otherwise require OCFA review of sprinkler or alarm plans\*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA, please initial here \_\_\_\_\_ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.