



Non-Construction Certificate of Occupancy

1) Before obtaining the permit, please complete the following tasks:

- Fill-out** the attached Building Permit Application (the last page of this packet).
- Draw or obtain** two copies of dimensioned floor plans (please see page 3).
- Call** Eastern Municipal Water District (E.M.W.D.) at (951) 928-3777 x 2081.
 (Make sure to request a sewer "clearance").
- Bring** a form of payment (cash, check, Visa, or MasterCard). Inspection fees are based on the square footage of the space that will be occupied. Fee information is available at TemeculaCA.gov/fees.



You must complete **all of the tasks** in step one prior to completing the rest of the steps.



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:			

3) Get the required inspections/signatures

Gas Required: [] Yes [] No	Phone/Online	Date	Approval Signature
4) Building & Safety Inspection	TemeculaCA.gov/Inspect		
5) Fire Prevention Inspection	951-308-6363		
6) Health Department Inspection <i>Only if food products are involved</i>	951-461-0284		

7) Turn in your packet to the Comm. Dev. Tech at the Civic Center.

8) Community Development Tech. Signature		
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After Permit Issuance:

The information necessary for the Certificate of Occupancy includes the tenant or business name occupying the space. The property owner's and/or property manager's name and mailing address. Copies of the Certificate will be mailed to the owner and/or property manager and the original will be mailed to the tenant.

Detailed Instructions:

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You must complete **all of the tasks** in step one prior to completing the rest of the steps.



2) Come to the Temecula Civic Center for your permit.

The Civic Center is located at 41000 Main Street, Temecula, CA 92590. Ask for a Community Development Technician.

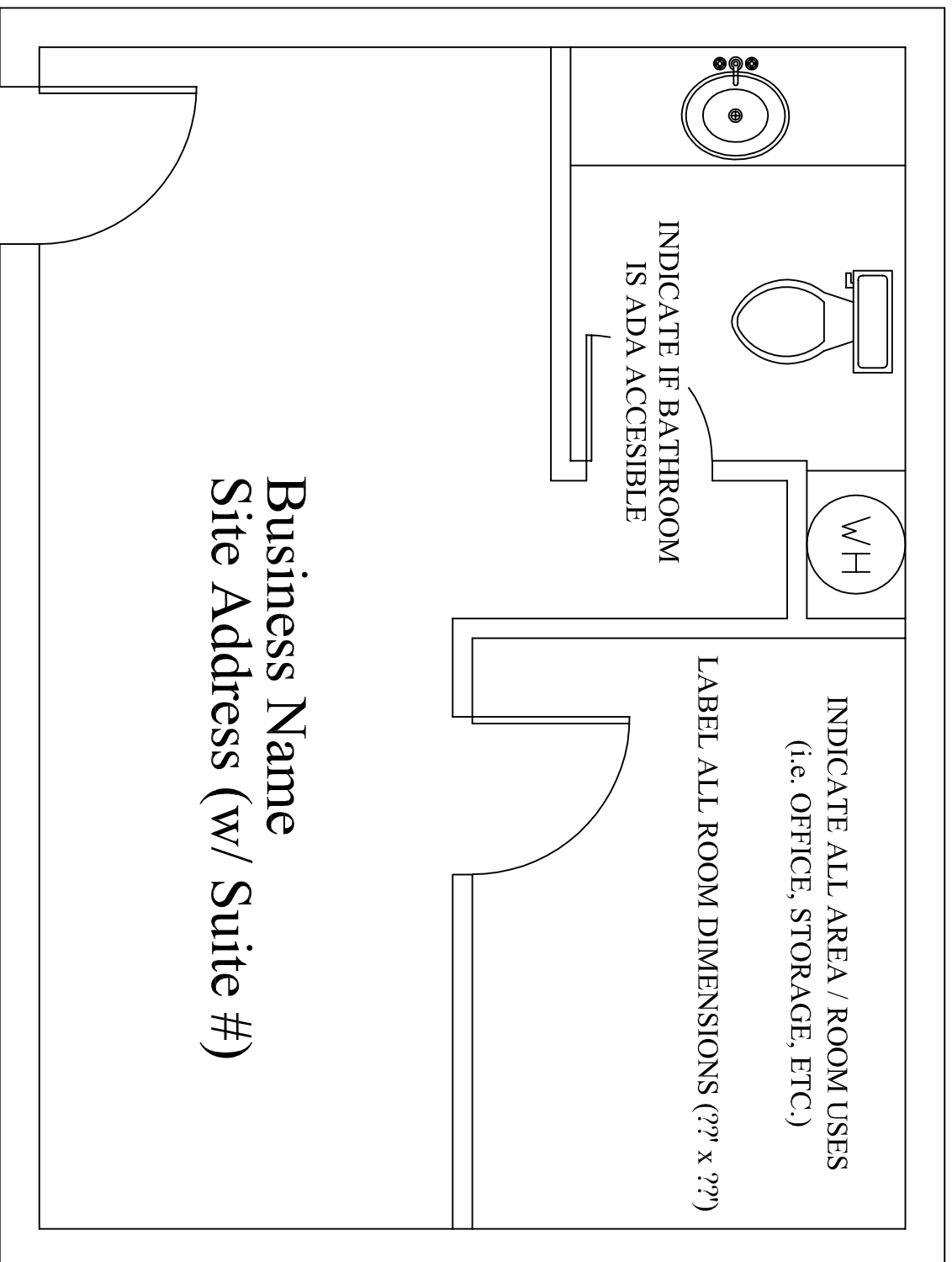
3) Please obtain all of the required inspections and signatures. (Steps 4-7)

- 4) **Schedule a "Non-Construction Certificate of Occupancy" inspection online with the Building & Safety Division by visiting TemeculaCA.gov/inspect.** The inspector will sign the form at the job site. Please make sure all fixtures, office furniture, and equipment are in place for the inspection.
- 5) **Call and schedule a "Non-Construction Certificate of Occupancy" inspection with the Fire Prevention Dept. at (951) 308-6363.** The Fire inspector will sign the form at the job site. Please be sure to review the Fire Safety Inspection Checklist (attached) prior to calling for the inspection.
- 6) **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.
- 7) **Once all of the above signatures have been obtained, the release form can be brought to the Community Development Technician at the Civic Center.**
- 8) **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. The technician will also sign-off the Business License. The applicant can return to the cashier's window to finish the Business License process.

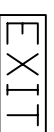
Purpose of the Non-Construction Certificate of Occupancy:

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."

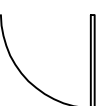
SAMPLE FLOOR PLAN (with items needed to be shown) FOR REFERENCE ONLY



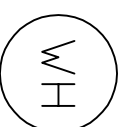
LEGEND



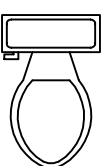
Illuminated EXIT sign



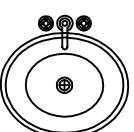
Doors and direction of opening.



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.



CITY OF TEMECULA ♦ **FIRE PREVENTION BUREAU**
41000 Main Street ♦ Temecula ♦ CA ♦ 92590 ♦ Telephone (951)694-6405 ♦ fax (951)506-5169

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.

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41000 Main Street
 Temecula, CA 92590
 951-694-6439
 TemeculaCA.gov/build
 permits@TemeculaCA.gov

Building Permit Application

Project Information:

Jobsite Address (include Bldg. / Suite #):	OFFICIAL USE ONLY	Permit #:	Plan Check: [] ESGIL [] In House
Map & Lot Number / Assessor's Parcel (APN) #: <i>Not applicable.</i>		PA #:	PRJ #:
Business Name (for commercial use only):	Type of Business:		

Description of Proposed Work (include all areas):

Non-construction Certificate of Occupancy (no construction that requires a permit will be taking place).

What is the square footage of the facility being inspected? _____ Does the space have fire sprinklers? Y or N _____

What type of business is this? _____

What is the occupant load of the space (our staff can assist you with this calculation)? _____

Property Owner's Name:	Mailing Address:	Phone:
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Applicant/Agent/Contractor Information:		
<input type="checkbox"/> Applicant/Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Owner/Builder		
Contact Person:	Email:	Phone:

Signature of Applicant:

Date:

The Community Development Technician will contact the applicant when the plans are ready for corrections or issuance.