



# COUNTY OF LOS ANGELES FIRE DEPARTMENT FIRE PREVENTION DIVISION

*Special Occupancy Inspection Unit*

Form 30-C 01-2018

## NOTICE TO PROSPECTIVE BUSINESSES STATEMENT OF INTENDED USE

Various processes and situations in commercial and industrial establishments can create fire and life safety hazards. In order to provide a reasonable degree of safety to life and protection of property, specific requirements have been established in the Fire, Building, and Life Safety Codes. To help us assess what particular laws apply to your business, please provide the following information:

### PART I – BUSINESS AND BUILDING INFORMATION

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

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

Name of person filling out this form: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_ Building & Safety Occupancy Class: \_\_\_\_\_

State License (*Category/Type*): \_\_\_\_\_

No. of Buildings: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

### PART II – QUESTIONNAIRE

	<b>Yes</b>	<b>No</b>
1. Will your business be conducting any <u>Plant Extraction</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will your business store, dispense, use or handle <u>Compressed Gases</u> ? (Table 105-A)	<input type="checkbox"/>	<input type="checkbox"/>
3. Will your business store, dispense, use or handle <u>Flammable or Combustible Liquids</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will your business store, dispense, use or handle <u>Liquefied Petroleum Gases</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will your business store, dispense, use or handle <u>Cryogenic Fluids</u> ? (Table 105-B)	<input type="checkbox"/>	<input type="checkbox"/>
6. Will your operations require the use of a <u>Fume Hood System</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will your operations require the use of an <u>Engineered Mechanically Ventilated Room</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will you be conducting any <u>Carbon Dioxide Enrichment</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will your operations utilize any <u>Industrial Ovens</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will your operations utilize any rated <u>Refrigeration Units</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will your operations require <u>Gas Detection Equipment</u> including sensors and alarms?	<input type="checkbox"/>	<input type="checkbox"/>
12. Will your business operations require <u>Emergency Back-Up Power</u> (generator)?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is your building equipped with automatic fire sprinklers? If YES then:	<input type="checkbox"/>	<input type="checkbox"/>
a) Calculated sprinkler system _____ GPM/SqFt _____ Design Area (i.e. .3/3000) (Density and certification information can usually be found on labels on the main sprinkler system riser for each system)		

- b) Pipe Schedule (non-calculated) sprinkler system, Date system installed \_\_\_\_\_
- c) Early Suppression Fast-Response (ESFR) sprinkler system \_\_\_\_\_ PSI ESFR K Factor \_\_\_\_\_
- d) Other type Sprinkler System – list type and location: \_\_\_\_\_
- e) Date of last sprinkler system 5-year certification (Title 19 CCR) – LA County Form 410C: \_\_\_\_\_
- f) Fire sprinkler alarm monitoring company: \_\_\_\_\_
14. Is your building equipped with automatic fire detection (smoke detector, heat detector, manual pull)? Yes  No
- a) Date of last alarm system certification: \_\_\_\_\_
- b) Alarm monitoring company: \_\_\_\_\_

### PART III – INTENDED USE STATEMENT

1. Number of employees: \_\_\_\_\_
2. Hours of operation: \_\_\_\_\_ To \_\_\_\_\_
3. Describe the method of disposing of combustible or hazardous waste materials:
  
4. **Submit Letter:** Submit a signed, legible letter (preferably type written and on your company's letterhead) stating your intended use for the property. In the letter, describe materials you will be storing and using on the property. Explain the method of storage (e.g. racks, pallets), storage dimensions, and where the materials will be located on the property. Describe how you will be using the materials. Explain any alterations to the building that are planned. **(See attached example).**
  
5. **Submit Site Plan/Floor Plan:** Submit site plan drawn to rough scale showing the property size and location, building size and location on property: both in square feet. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems, and any item(s) marked "yes" in Part II. **(See attached example)**
  
6. **Fire Extinguisher Requirements:**
  - Light Hazard occupancy (office, classrooms, medical offices, etc.) Provide a minimum of (1) 2A10BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 6000 square feet and the travel distance to a fire extinguisher shall not exceed 75 feet from any point.
  - Ordinary Hazard occupancy (mercantile storage, dining areas, and display, warehouses, light manufacturing) Provide a minimum of (1) 2A20BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 3000 square feet and the travel distance to a fire extinguisher shall not exceed 75 feet from any point.
  - Extra Hazard occupancy (hazardous materials, flammable liquid, vehicle repair, cooking areas, woodworking uses) Provide a minimum of (1) 4A40BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 2000 square feet and the travel distance to a fire extinguisher shall not exceed 50 feet from any point.

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**NOTE:** These are typical minimum requirements. The inspector may require more fire extinguishers due to special operations or processes being used. For example spray booths, special electrical hazards, exotic metals, and other situations will require increased protection.

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7. **HAZARDOUS MATERIALS DECLARATION**

**THIS BUILDING WILL USE HAZARDOUS MATERIALS IN EXCESS OF NON-REPORTABLE AMOUNTS.**

**HAZARDOUS MATERIALS:**

Will your business store, transport on site, dispense, use or handle Hazardous Materials in the amount below? (HSC 25507)

- a. **Propane** at or above 200 cubic feet, 25 pounds, or 6 gallons.
- b. **Butane** at or above 200 cubic feet, 33 pounds, or 7 gallons.
- c. **Carbon Dioxide** at or above 1,000 cubic feet, 125 pounds, or 15 gallons.
- d. **Ethanol** at or above 55 gallons.
- e. **Any Hazardous Materials** at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases.

**THIS BUILDING WILL NOT USE HAZARDOUS MATERIALS OR USES NON-REPORTABLE AMOUNTS.**

**NON-HANDLER DECLARATION:**

A hazardous material may be broadly defined as any material that because of its quantity, concentration, or physical or chemical characteristics; poses a significant, present, or potential hazard to human health and safety, property, or to the environment. A hazardous material includes, but is not limited to any substance or material which the handler or the administering agency has a reasonable basis for believing would be injurious to a person's health and safety or harmful to the environment if released into the work place or surrounding areas.

**HAZARDOUS WASTE:**

Will your business generate Hazardous Waste? (22 cfr 66260.10)

Yes

No

By signing below, I declare that the above named business, organization, or occupant will not handle a hazardous material or mixture containing hazardous material which has a quantity at any one time during the reporting year equal to, or greater than, a total weight of 500 pounds, or a total of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas.

Print Name and Title of Declarer: \_\_\_\_\_ Date: \_\_\_\_\_

Declarer Signature: \_\_\_\_\_ Fire Department Representative: \_\_\_\_\_

**PART IV – HIGH-PILED COMBUSTIBLE STORAGE:**

In Article 2 of the County of Los Angeles Fire Code, high-pile combustible storage is defined as: Storage of combustible materials [product and/or packaging] in closely packed piles (floor storage) or combustible materials on pallets, in racks, or on shelves where the top of storage is **greater than 12 feet in height**. High-piled combustible storage also includes certain high hazard commodities, such as rubber tires, group A plastics, flammable liquids, idle pallets, and similar commodities, where the top of the storage is greater than 6 feet in height.

It is very important to contact a fire inspector prior to consideration of storing high-piled combustible storage. Many of the permit requirements must be built into your building. If your building is not approved for high-piled combustible storage it may be cost prohibitive. For example; if you have a pipe schedule sprinkler system – no high piled storage is permitted until the system is calculated. A fire inspector can assist you with fire department requirements.

**THIS BUILDING WILL NOT BE USED FOR HIGH-PILED COMBUSTIBLE STORAGE.**

**THIS BUILDING WILL BE USED FOR HIGH-PILED COMBUSTIBLE STORAGE.** “Permit is Required.”  
Contact a Fire Inspector for permit requirements.

**THIS BUILDING IS A SPECULATION BUILDING WITHOUT A TENANT AT THIS TIME.**  
The tenant will be notified to contact the fire department prior to use of the building.

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**TO OBTAIN A STAMP FROM THE FIRE DEPARTMENT YOU MUST BRING THE FOLLOWING ITEMS TO THE JURISDICTIONAL FIRE PREVENTION OFFICE:**

- THIS COMPLETED FORM
- A SIGNED, LEGIBLE LETTER (PART III, NUMBER 4)
- SITE PLAN/FLOOR PLAN (PART III, NUMBER 5)

**FIRE DEPARTMENT STAMP:**

**THE FOLLOWING PERMITS ARE REQUIRED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ◆ PERMIT INFORMATION SHEETS WILL BE PROVIDED FOR REQUIRED PERMITS. (Permit Information Sheets are also available for viewing on our website. Go to [www.lacofd.org](http://www.lacofd.org), under Fire Prevention Division look for “Permit Requirements”.)
- ◆ PERMITS WILL ONLY BE ISSUED BY A FIRE INSPECTOR. PLEASE CONTACT YOUR FIRE INSPECTOR TO SCHEDULE AN INSPECTION.

# Occupant Emergency Information

*Please type or print neatly!*

## GENERAL INFORMATION:

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

DBA/AFA/FKA: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite/Apt \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_

\_\_\_\_ new construction, name change, or ownership change: \_\_\_\_\_

\_\_\_\_ a new occupant moving in and the previous occupant/business has moved out \_\_\_\_\_

\_\_\_\_ sharing the above address with another occupant/business by the name of: \_\_\_\_\_

Mailing Address (only if different than above): \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ ext \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Generic E-mail: \_\_\_\_\_ Number of employees: \_\_\_\_\_

Senior Person: \_\_\_\_\_ Title: \_\_\_\_\_

Describe Property Use: \_\_\_\_\_

Hazardous Material: \_\_\_\_\_

Notes/Special Concerns: \_\_\_\_\_

Thomas Guide: \_\_\_\_\_ Cross Street: \_\_\_\_\_

City License/Permit #: \_\_\_\_\_ Zone: \_\_\_\_\_ Fire Station #: \_\_\_\_\_

Water Company : \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## PROPERTY INFORMATION:

Landlord/Property Owner Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_

Occupancy Code: \_\_\_\_ Roof Type: \_\_\_\_\_ SQFT: \_\_\_\_\_ Stories: \_\_\_\_\_ High-Piled: \_\_\_\_ Fire Sprinklers: \_\_\_\_

Basement: \_\_\_\_ Target Hazard: \_\_\_\_ HM Handler: \_\_\_\_ FD Permit: \_\_\_\_

## EMERGENCY CONTACT INFORMATION: (24-hour number – usually home phone)

1st Person to contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

2nd Person to contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

3rd Person to contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**(Sample Letter)**

Cannabinoid Company  
1000 South Any Place  
Your City, CA 00000

September 1, 2017

Los Angeles County Fire Department:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

1. Operations in this building are as follows:
  - a) Cannabis Grow Operations—Plant grow rooms with Carbon Dioxide Enrichment Operations.
  - b) Volatile Extraction – Butane Extraction Operations in Certified Room.
  - c) Winterization – Ethanol mixing under Fume Hood Systems and use of Certified Refrigeration Units.
  - d) Reduction – Ethanol recovery using Roto Vap under Fume Hood.
  - e) Distillation – Distillate production using Rotary Vacuum Evaporator under Fume Hood.
  - f) Packaging – Loose bud, vape pen, and various oil product packaging.
  - g) Warehousing - Packaged products ready for transportation.
  - h) General office activities.
2. See Attached Site Map
3. The total aggregated quantities of Materials to be stored and used:
  - a) Carbon Dioxide – 5,000 pounds
  - b) Butane – 300 pounds
  - c) Ethanol – 100 gallons
4. Materials are stored and dispensed in appropriate vented rooms/certified cabinets.
5. Standard operational guidelines have been established and will be maintained at all times.
6. We have attached the required Site Specific Process and Hazard Analysis Technical Report, prepared by a Registered Design Professional. This report shall reference all current Federal, State, and Local applicable Codes.

Sincerely,

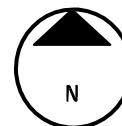
John J. Jones President

## Site Safety/CERS Mapping Instructions

1. Indicate the North direction in the upper left hand corner.
2. Show buildings and structures on the site map from an overhead perspective. Indicate all building exterior walls, entrances, and exits. Interior walls are required for large and/or complex facilities. Label and identify buildings, structures, floors, rooms, and other locations of significance.
3. Draw and label the streets, roads, driveways and nearby cross streets that provide access to the facility. Draw and label parking lots, internal roads, and loading docks.
4. Show adjacent property uses (e.g., school, park, industrial, residential, commercial, vacant).
5. Show all indoor and outdoor hazardous materials storage locations, loading and unloading areas.
6. Show storm drain inlets, catch basins, culverts, and drainage locations. Indicate sanitary sewer drain inlets (e.g., floor drains, clarifiers, sumps), except for toilet and sink drains. Indicate the location of monitoring wells.
7. Indicate the location of emergency response equipment and emergency medical resources. Show emergency exits, primary and alternate evacuation routes and staging areas.
8. Show the location of monitoring system control panels and emergency alarm annunciator panels.
9. Show Fire Department Connection to the sprinkler system (FDC).
10. Show Fire Alarm Panel and Sprinkler Riser location (FAP/SPK)

**SUGGESTED USE OF SITE MAP SYMBOLS** - Indicate all applicable site map symbols on the site map and include a symbol key. Although use of the following symbols is not mandatory, use site map symbols provided herein and/or elsewhere whenever possible.

- a) **North Arrow:** Use this symbol to indicate the direction to the north.



- b) **Entrances/Exits:** Use this symbol for all entrances and exits of buildings and structures.



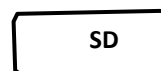
- c) **Fences:** Use this symbol for fences (e.g., chain-link, wood), block walls, or any other barriers that act as a fence.



- d) **Sewer Drain:** Use this symbol to show sanitary sewer drain connections (e.g., floor drains, sumps, clarifiers), except for toilets and sinks.



- e) **Storm Drain or Culvert:** Use this symbol to indicate the location of all storm drain inlets, catch basins, culverts and drainage ditches.



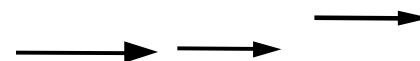
- f) **Fire Hydrants:** Use this symbol to identify all fire hydrants in the vicinity of your facility.

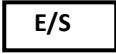


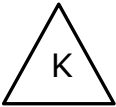


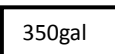

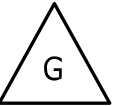




- g) **Fire Department Connection (FDC):** Use this symbol to identify fire suppression sprinkler system connections. Do not include landscape sprinkler connections.



- h) **Evacuation Routes:** Use arrows to identify the location of emergency evacuation route.



- i) **Evacuation Staging Area:** Use this symbol to indicate the designated location that on-site personnel will assemble if evacuation is necessary 
- j) **Emergency Response Equipment:** Use this symbol for emergency response equipment, including but not limited to, spill control supplies, personal protective equipment, SDS locations, and first aid supplies.  
- k) **Knox Box (F.D. Key Box):** Use this symbol to indicate the location of a Knox Box or fire department key box. 
- l) **Hazardous Materials Storage Locations:** Use this symbol to indicate the location of Hazardous Material storage locations. 
- m) **Hazardous Waste Storage Locations:** Use this symbol to indicate the location of Hazardous Waste storage locations. 
- n) **Storage Tank and Capacity:** Use the following symbols for storage tanks and indicate the tank capacity and unit of measure within the symbol. 
- o) **Electric Main Shut-Off:** Use this symbol to indicate the electric main power shut off for the facility, building, and/or structure. 
- p) **Gas Main Shut-Off:** Use this symbol to indicate the natural gas main shut off for the facility, building, and/or structure. 
- q) **Water Main Shut-Off:** Use this symbol to indicate the water main shut-off for the facility, building and/or structure. 
- r) **Annunciator Panel:** Use this symbol to indicate the location of the annunciator panel if one exists at the facility. An annunciator panel is an electrical signaling device that indicates the building location/source of an alarm condition. 
- s) **Sprinkler Riser Location:** Use this symbol to indicate the location of the fire sprinkler riser location, if one exists at the facility. 