



CITY OF HEMET DEPARTMENT OF LIFE SAFETY

455 E Florida Ave, Hemet CA 92543
(951)765-2475

CERTIFICATE OF OCCUPANCY
Certificate of Occupancy Application

CO

Business Information:

Address:		Assessor Parcel No (APN):
Business Name:	Business Telephone:	
Owner's Name:	Owner's Telephone:	
Description of Business:		

Property Owner Information:

Name:
Address:
City, State Zip:
Telephone #:

CHECK ALL THAT APPLY:

CHANGE OF BUSINESS OWNER; CHANGE OF OCCUPANT; CHANGE OF USE; ADDITIONAL OCCUPANT

THE FOLLOWING BEST DESCRIBES MY OPERATION: OFFICE ONLY; RETAIL SALES; MEDICAL/DENTAL;
 WAREHOUSE/MANUFACTURING/DISTRIBUTION; RESTAURANT/TAKE-OUT; OTHER: _____

IS THIS BUILDING FIRE SPRINKLERED? Yes No

BUILDING SQUARE FOOTAGE OF SPACE BEING OCCUPIED BY YOUR BUSINESS? _____ SQ. FT.

Signature: _____ Date: _____

For Official Use Only:

Business License Clearance	BL#:	Signature:	Date:
Zoning Verification	Zone:	Signature:	Date:
Occupancy Verification	Occupancy Group:	Signature:	Date:

For Field Use Only:

Fire Department Approval	Signature:	Date:
Building Division Approval	Signature:	Date:

REMARKS: _____

This is an application only. The business shall not commence until inspection and approval has been obtained by both the Fire Department and Building Division. APPLICATION EXPIRES 60 DAYS FROM PAYMENT OF FEES.



CITY OF HEMET-DEPARTMENT OF LIFE SAFETY

445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

REGULATIONS COVERING

Certificate of Occupancy

This handout explains the necessary steps required to successfully apply for a Certificate of Occupancy with the City of Hemet Department of Life Safety. Special attention should be paid to each step of the process listed below.

Step #1: Determine if a Tenant Improvement Permit is required with your Certificate of Occupancy Application:

Following is what determines each:

Tenant Improvement Permit **with** Certificate of Occupancy: A new building was built or where repairs and/or alterations were made requiring a building permit.

Certificate of Occupancy without Tenant Improvement Permit: Opening a business where no construction, including but not limited to electrical, mechanical, plumbing or building repairs have occurred. Typical Certificate of Occupancy without Tenant Improvements include change of ownership, new business in an existing building, etc.

Step #2: Complete Packet

The packet includes several forms that must be completed by the applicant. In addition, there are examples of releases that may need to be obtained by other agencies. Following is a list of the forms that need to be completed:

- Planning Authorization Form
- Hazardous Material Disclosure
- Hazardous Material Form
- Hazardous Material Release-If Needed (Example)
- EMWD Release (Example)
- Floor Plan (Example)
- CR&R Refuse Information
- Fire Department Questionnaire
- Certificate of Occupancy Affidavit
- Adjoining Space Questionnaire

Following is a list of other agencies that need to be contacted and a copy of their release shall be provided to the City of Hemet at time of application

submittal:

- Eastern Municipal Water District Contact them at (951) 928-3777 and advise them that you need a final release for the City of Hemet. In most situations the release can be faxed to our office, however, there is occasion when an application and/or fees need to be completed for them prior to the Final Release being issued.
- Riverside County Health Department - if you have any hazardous material *or* you are operating a food facility contact will need to be made with their office. They will either issue a permit or an exemption.

Step #3: Obtain signatures of City of Hemet Divisions.

Once you have completed all the forms and obtained written approval from the applicable outside agencies, you will need to return to the City of Hemet to have various departments review your application. Please note, based on the construction that has occurred, these departments may require an on-site inspection. Those departments are as follows:

- Planning Division
- Fire Department
- Engineering Department
- Code Compliance Division

Step #4: Submit and Pay for Application

Once the application is complete and all releases and signatures have been obtained, bring the completed packet along with all supporting documentation to the Building Division. Our staff will review the documentation for accuracy and ensure it is complete. They will also compare the floor plan that was provided from the previous occupant of the building you will be occupying with the floor plan provided by you. If there are any discrepancies where it appears that construction occurred between the time the previous tenant had possession of the space and the layout at this time, the staff will advise you of discrepancies. This unpermitted construction must be addressed prior to

Certificate of Occupancy

a Certificate of Occupancy being issued to your business. They will also review your documentation against the previous business to determine if a change of use has occurred. A change of use would be when your business is a different type of use than the previously approved business. For example, a gym is opening where an office once occupied. Once a complete review of the records has been performed the staff will then enter the necessary data into our system and provide you an invoice for payment. Currently our Certificate of Occupancy fees are as follows (effective 7/1/24):

CERTIFICATE OF OCCUPANCY FEES

1-5,000 square feet.....	\$257.00
5,001-25,000 square feet.....	\$385.00
Each additional 25,000.....	\$96.00
Change of Use Fee.....	\$385.00
Change of Address Fee.....	\$193.00
Permit Processing Fee.....	\$ 96.00

Please be aware, if both inspections are not requested within 60 days of the application submittal, additional fees may be due. Furthermore, if enforcement is necessary by the City of Hemet Code Compliance Division or Building Division additional fees and penalties may be assessed and due prior to issuance of Certificate of Occupancy.

PLEASE NOTE: The California Building Code states that, "No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy..." Please be aware, simply completing this packet and paying the application fee DOES NOT give you authority to open your business at the requested site.

Step #5: Call for inspections.

There are four (4) inspections required for all Certificate of Occupancies. They are the Fire Department, Planning Division, Engineering Division and the Building Division. The Building Division cannot sign off on the Certificate of Occupancy until all other departments have inspected and approved your project, therefore the Building Division should be scheduled last. You will need to use the Certificate

of Occupancy number that was given to you at the Building Department to schedule your inspections. The number is also available on your receipt. The number begins with a "CO".

- Fire Department: Request this inspection first by calling 951-765-2450. Currently fire inspections are only performed on Tuesday and Thursday.
- Planning Division: Request this inspection by calling 951-765-2375.
- Engineering Division: Request this inspection by calling 951-765-2360.
- Building Division: Once approved, you will then need to call and schedule an inspection with the Building Department. 951-765-2428

Step # 6: Inspection Performed.

Based on the type of business you are conducting, other items may be required. If there are violations found during the inspection, you will be advised of the corrections at the time of your inspection. It is then your responsibility to correct the violations and call for a re-inspection. If the violations are not corrected or the inspector is unable to gain access to the building for inspection, a re-inspection fee may be imposed. After having passed the required inspections you may then open for business. A Certificate of Occupancy will be sent by mail approximately 2 (two) weeks after the inspection and it must be posted in a conspicuous place.

Code Compliance Division or Building Division additional fees and penalties may be assessed and due prior to issuance of Certificate of Occupancy.



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.cityofhemet.org

CERTIFICATE OF OCCUPANCY Planning Authorization

Business Address: _____

Name of Business: _____

Contact Name: _____

Phone Number: _____ Email: _____

Associated Cases (e.g., CUP, AUP, SDR): _____

Statement of Operation Provide a detailed description of your business activities. Continue on reverse side, if needed.

Notifications

1. Municipal Code Section 90-1244(a) requires businesses to obtain a sign permit for banners and other temporary signs, promotional signs, and all permanent signage.
2. Municipal Code Section 90-896 requires businesses to obtain an exterior color permit, except as specifically provided in the code.
3. Municipal Code Section 30-73 requires businesses that provide shopping carts to customers for use on the premises to have a Cart Containment and Retrieval Plan approved by the Community Development Director.
4. Municipal Code Section 30-32 requires residents, businesses, and guests to promote the sound maintenance of their property in order to enhance the appearance, habitability, occupancy, use, and safety of all structures and premises in the city. All business owners are required to bring their properties into compliance with city codes and regulations prior to issuance of a certificate of occupancy, if applicable.
5. Municipal Code Section 90-79 prohibits medical marijuana distribution facilities in the City of Hemet. No business is permitted to cultivate, store, or distribute marijuana on its property. Violation of this section may result in both civil and criminal liability.

Authorizations

I acknowledge I have read the Notifications and agree to comply with all City codes and regulations.

Print Applicant Name _____

Applicant Signature _____ Date _____

Property Owner/Manager (print) _____

Property Owner/Manager Signature _____ Date _____



Hazardous Materials Disclosure

Please place a check mark next to the category of hazardous material that you use or store at your place of business.

- Gasoline, diesel, or used oil stored in an underground tank; lubricating oils, antifreeze, hydraulic fluids, etc. associated with automotive repair facilities; motor vehicle batteries (less than 1000 pounds); and oxygen acetylene, argon or other compressed gasses (less than 1000 cubic feet) associated with automotive welding.
- Flammable - gasoline, naphtha solvent, acetone, kerosene, paint thinner, paint, and ink.
- Combustibles - Diesel oil, fuel oil, mineral oil, lubricating oil and liquid asphalt.
- Corrosives - Acetic acid, ammonium hydroxide, chromic acid, hydrochloric acid, oleum perchloric acid, phosphorus pentachloride, potassium hydroxide, and sodium hydroxide.
- Reactive - Organic peroxides, hypochlorite, perchlorates, magnesium alloys, matches, celluloid, calcium carbide, ammonium nitrate, lead nitrate, methyl ethyl ketone peroxides (MEKP), acetyl chloride, chromic acids, cyanides, permanganates, and sulfides.
- Toxic Materials - Examples of toxic materials include materials/wastes which contain heavy metal/inorganics such as dusts solutions, wastewater treatment sludge, paint wastes, or waste inks. Examples of toxic heavy metals and inorganics include arsenic, barium cadmium chromium, lead, mercury, selenium, and silver.
- Explosives in Division 1/3 - Signal cartridges and empty combustible cases without primer.
- Compressed gases or liquids - Oxygen, acetylene, argon, helium, carbon dioxide, propane, nitrogen, and silane.
- Poisons in Division 2.3 - Poisonous gases such as chlorine gas, arsine, phosgene, and cyanogen
- Poisons in Division 6.1 - Poisonous solids/liquids such as arsenic compounds, phenol pesticides (e.g. carbamates, copper-based, organochlorine, organophosphorus, organotin, phenyl urea, phenoxy, etc). Tree or weed killing compound, cyanides, disinfectants, dyes, isocyanates, medicines, mercury compound, motor-fuel anti-knock mixtures, etc.
- Explosive in Division 1.1 - Explosives articles, pyrotechnic articles, black powder, and nitroglycerin.
- Explosive in Division 1.2 - Cartridges for weapons, propelling charges for cannons and propelling charges for rocket motors.
- Acutely Hazardous Materials/Extremely Hazardous Wastes - Anhydrous ammonia, sulfuric acid, nitric acid, hydrogen chloride (gas), hydrogen fluoride, phosphoric acid, formaldehyde, PCBs, and toluene diisocyanate.
- Radioactive Materials - Radioactive sources such as Strontium 90, Cesium 137, Cobalt 60, Carbon 14, Iodine 131, and Americium 244.
- Other hazardous material(s) to be used or stored at my place of business: _____

If you use or store any of the above hazardous materials at you place of business, you may need to obtain a permit from the County of Riverside Department of Environmental Health. To verify your need for a permit, you must go to the County of Riverside Department of Environmental Health at 800 S. Sanderson Ave., Hemet, CA.

I, _____ (owner of the business) hereby affirm that I neither use or store hazardous materials at my place of business located at: _____ (business address).

Signature of Owner

Date



Hazardous Materials

Will the applicant or future building occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amounts specified on the hazardous materials information guide? _____

Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the south Coast Air Quality Management District (SCAQMD) ? (See permitting checklist for guidelines.) _____

Will the proposed building or modified facility be within 1000 feet of the outer boundary of a school? _____

I have read the hazardous material information guide and the SCAQMD permitting checklist. I understand my requirements under the State of California Health & Safety Code, Sections 25533 and 25534 concerning hazardous materials reporting.

I certify under the penalty of perjury that the forgoing information is true and correct to the best of my knowledge.

Name of Owner : _____

Signature: _____

Name of Commercial Business: _____

Address of Commercial Business: _____



South Coast
 Air Quality Management District
 21865 Copley Drive, Diamond Bar, CA 91765-4182

Small Business Assistance Office
 1-800-388-2121
 smallbizassistance@aqmd.gov
 www.aqmd.gov

Air Quality Permit Checklist

South Coast Air Quality Management District developed this Air Quality Permit Checklist (checklist) as a screening evaluation tool in the process required by California Government Code Section 65850.2.

Please submit this checklist to the Small Business Assistance Office by email, mail, or in person for review. If you have any questions or need assistance completing this checklist, contact the Small Business Assistance Office. Provide a response to **all sections** of this checklist as South Coast AQMD may decline to approve this checklist due to lack of information from the applicant.

NOTE: This checklist is not intended for the approval of demolition or renovation activities. If there are any **demolition or renovation activities** that may disturb building materials, please contact the Asbestos Hotline at 909-396-2336.

Section A – Operator and Business Information

1. Business Name:	
2. Address:	
Street _____	City _____ CA _____
	Zip _____
3. Contact Name:	Phone:
Title:	Email:

Section B – Business and Equipment Description

Please provide a detailed description of the ongoing business operations performed and equipment used at this location, including both new and existing equipment.
 Provide the existing South Coast AQMD facility ID and/or permit numbers, if any.

Section C – Equipment List

Select from the list below equipment currently in operation or to be installed.
(Select all that apply and provide the specifications)

- | | |
|---|--|
| <input type="checkbox"/> Abrasive Blasting Cabinet/Room | <input type="checkbox"/> Soldering Oven |
| <input type="checkbox"/> Air Conditioning Systems (> 50 lbs of refrigerant) | <input type="checkbox"/> Spray Booth |
| <input type="checkbox"/> Application of Paints/Adhesives/Resins | <input type="checkbox"/> Storage Tanks |
| <input type="checkbox"/> Baghouse/Dust Collector | <input type="checkbox"/> Storage Silos |
| <input type="checkbox"/> Bakery Oven (gas-fired, excluding eating establishments) | <input type="checkbox"/> Fuel-burning equipment |
| <input type="checkbox"/> Boiler/Water Heater
(max. heat input = or > 1 million BTU/hr) | <input type="checkbox"/> OTHER equipment which may have the
potential to emit or control air
contaminants: |
| <input type="checkbox"/> Charbroiler | _____ |
| <input type="checkbox"/> Coffee Roaster (excluding eating establishments) | _____ |
| <input type="checkbox"/> Deep Fryer (excluding eating establishments) | _____ |
| <input type="checkbox"/> Dry Cleaning | _____ |
| <input type="checkbox"/> Electrostatic Precipitator | _____ |
| <input type="checkbox"/> Etching/Plating/Casting/Melting/Forging/Grinding/Cutting | _____ |
| <input type="checkbox"/> Fermentation | _____ |
| <input type="checkbox"/> Gasoline Storage & Dispensing | _____ |
| <input type="checkbox"/> Internal Combustion Engine
(rated > 50 bhp; e.g. back-up generator, fire pump) | _____ |
| <input type="checkbox"/> Mixing/Bleding of Liquids and/or Powders | _____ |
| <input type="checkbox"/> Molding/Extruding/Curing of Plastics | _____ |
| <input type="checkbox"/> Pharmaceutical/Nutraceutical | _____ |
| <input type="checkbox"/> Plasma/Laser Cutter | _____ |
| <input type="checkbox"/> Printing/Coating/Drying | _____ |
| <input type="checkbox"/> Refrigeration Systems (containing >50 lbs of refrigerant)
Contact the CA Air Resources Board to register the systems.
916-324-2517 or rmp@arb.ca.gov | _____ |

Section D - Business Self Certification

7. Owner or Authorized Representative*:

Title:

Signature:

Date:

Phone:

I hereby certify by my signature above that, I am a duly authorized representative of the above-named business, and that all information contained herein is true and correct.

South Coast AQMD USE ONLY	Equipment:	Approved By:
	<input type="checkbox"/> Applicant has permit(s) or registration(s):	
	<input type="checkbox"/> Applicant has filed for permit(s) or registration(s):	
	<input type="checkbox"/> Applicant is exempt from permit requirements:	
	<input type="checkbox"/> Based on the information provided, no equipment/process requiring a permit or registration.	

*An **Authorized Representative** is an employee of the business described in Section A, who is authorized to sign on behalf of the owner.



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

P.O. BOX 7909 • RIVERSIDE, CA 92513-7909

JEFF JOHNSON, DIRECTOR

HAZARDOUS MATERIALS PERMIT CLEARANCE FORM

Applicant Name: _____

Business Name: _____

Address: _____

Applicant Signature: _____

- Will facility handle hazardous materials in quantities greater than or equal to 55 gallons, 500 lbs. or 200 cubic feet of compressed gases (1000 cu ft for simple asphyxiants and refrigerant gases)? Yes No
- Will facility store petroleum in quantities great than or equal to 1,320 gallons? Yes No
- Will facility generate hazardous waste? Yes No
- Will facility treat hazardous generated waste onsite? Yes No
- Will facility operate Underground Storage Tanks (UST)? Yes No
- Will facility have any Regulated Cal ARP Substance onsite? Yes No

SAMPLE

Comments: _____

Specialist Signature: _____ Date: _____

County of Riverside
Department of Environmental Health
Hazardous Materials Management Branch
800 S. Sanderson Ave., Ste. 102
Hemet, CA 92545
Tel (951) 766-6524 * Fax (951) 791-1778

Office Locations • Blythe • Corona • Hemet • Indio • Murrieta • Palm Springs • Riverside

Phone (888)722-4234

www.rivcoeh.org



P.O. Box 8300
Perris, CA 92572-8300
Telephone (951) 928-3777

CLEARANCE FROM FURTHER EMWD RELEASES

Business Name: ~~XXXXXXXXXX~~ **Date:** 6/16/2023
Contact Name: ~~XXXXXXXXXX~~ **Contact Phone:** ~~XXXXXXXXXX~~
Contact Address: ~~XXXX~~ 1135 South SANDERSON AVE **Phone Ext:** _____
HEMET, CA 92545- **Contact Fax Num:** _____

District presently provides: Water Sewer Water and Sewer

Requesting Agency: City of Hemet - Email: BLDGSTAFF@HEMETCA.GOV

Second Requesting Agency: -

Type of Request:

New Single Dwelling Adding Second Unit Business

Service Address: 1135 South SANDERSON AVE HEMET, CA 92545-

SAMPLE

APN No: _____

Tract No: _____ **Lot No:** _____

Business Type: Retail Sales

FOR OFFICE USE ONLY:

This project, as now constituted, is not required to obtain further clearance/inspections/releases from EMWD

EMWD Fees: Paid Not Applicable

*Any future alterations involving water usage and/or plumbing configurations should be reported to the District at (951) 928-3777, extension 4808.

Additional Comments:

CONFIRMED OCCUPYING EXISTING 2,350 SF SPACE FOR RETAIL LIQUORE STORE. SELLING ONLY PREPACKAGE PRODUCTS. NO COMMERCIAL KITCHEN ON-SITE.

Vannessa Schlabowske
Vannessa Schlabowske - New Business Department
Eastern Municipal Water District

Digitally signed by Vannessa Schlabowske
Date: 2023.06.16 16:37:11 -07'00'

6/16/2023

Fax Number: (951) 928-6118



EASTERN MUNICIPAL WATER DISTRICT (EMWD) – CONTACT INFO

2270 TRUMBLE ROAD

PERRIS, CA

951-928-3777

CLEARANCE FROM EMWD IS REQUIRED PRIOR TO OBTAINING YOUR CITY OF HEMET BUILDING PERMIT.

CERTIFICATE OF OCCUPANCY (NEW BUSINESS) OR RESIDENTIAL PROPERTY CLEARANCE LINK:

<https://www.emwd.org/work-us/development/new-development-process/forms-new-development-process/clearance-request>

TENANT IMPROVEMENTS, NEW COMMERCIAL AND INDUSTRIAL PROJECT LINK:

<https://www.emwd.org/work-us/development/new-development-process/forms-new-development-process>



GUIDE TO: DEVELOPMENT SERVICES

The mission of Eastern Municipal Water District is to deliver value to our diverse customers and the communities we serve by providing safe, reliable, economical, and environmentally sustainable water, wastewater, and recycled water services. Our vision is to provide an exceptional level of customer and community service, exceeding the performance of any other public or private entity.

GUIDE TO: DEVELOPMENT SERVICES

DEVELOPMENT SERVICES DEPARTMENT
EASTERN MUNICIPAL WATER DISTRICT

2270 TRUMBLE RD. PERRIS, CA 92570
P.O. BOX 8300 PERRIS, CA 92572

(951) 928-3777 EXT. 2081
(951) 928-6118 FAX

FOR MORE INFORMATION, VISIT
EMWD.ORG/DEVELOPMENT



3/2023



Development Services (D.S.) assists developers, contractors, and property owners with new service connections from existing or to-be-constructed (public) EMWD facilities.

D.S. INTAKE GROUP

✉ DSintakeGroup@emwd.org
☎ (951) 928-3777, ext. 4409 or 4595

NEW PROJECT INTAKE

Inquiries and submittals related to reviewing capacity of existing facilities and/or facility extensions (water, sewer, recycled main lines), to serve new development projects.

RELATED SERVICES

Inquiries related to new development service conditioning, facility planning, and facility construction plan check and reviews.

MAINLINE EXTENSION AGREEMENTS

Development projects requiring construction of new water, sewer, and/or recycled facilities.

MAPS AND RECORDS

✉ maps@emwd.org
☎ (951) 928-3777, ext. 4330

EXISTING SERVICES

Information pertaining to existing service connections/facilities.

ONLINE PUBLIC MAP PORTAL

View existing facilities in relation to properties or request copies of drawings for existing facilities (water, sewer, recycled). Access the Public Map Portal at mapportal.emwd.org.



D.S. OFFICE AIDE STAFF

✉ DSCoordinationGroup@emwd.org
☎ (951) 928-3777, ext. 2081

TRACT LOT RELEASES

Payment of fees and related occupancy clearances.

TEMPORARY CONSTRUCTION WATER, DUST CONTROL, GRADING, ETC.

Recycled Water, when available, shall be used for non-potable uses.

Inquiries related to defining and establishing construction-related recycled water source(s), associated costs, and/or supply constraints. Learn more at emwd.org/recycled4construction.



D.S. SUPPORT STAFF

✉ DSSupportStaff@emwd.org
☎ (951) 928-3777, ext. 4810 or ext. 4806

WILL SERVE LETTERS

Residential and commercial development projects.

FIRE HYDRANT FLOW CERTIFICATION AND/OR LOCATION LETTERS

Residential and commercial development projects.

NOTARY SERVICE

Notarization of EMWD documents.

D.S. TECHNICIAN GROUP

✉ DSTechnicianGroup@emwd.org
☎ (951) 928-3777, ext. 2081

BUILDING PERMIT, CERTIFICATE OF OCCUPANCY (INCLUDING NON-CONSTRUCTION), OR NEW BUSINESS LICENSE BEING PROCESSED THROUGH JURISDICTIONAL AGENCY (INCLUDING HEALTH DEPARTMENT)

Residential additional dwelling units or accessory dwelling units. Existing space/building improvements, or new construction/expansion related to commercial, industrial, institutional, multi-unit projects, requiring EMWD clearance/release and/or grease interceptor requirements.

NEW WATER SERVICE/METER LATERAL CONNECTIONS

Domestic, landscape, and/or fire suppression service to residential, commercial, and institutional development projects that front existing facilities (water, sewer, recycled main lines).

NEW (PUBLIC) FIRE HYDRANT

Residential or commercial projects, as required by the land jurisdiction fire marshal.

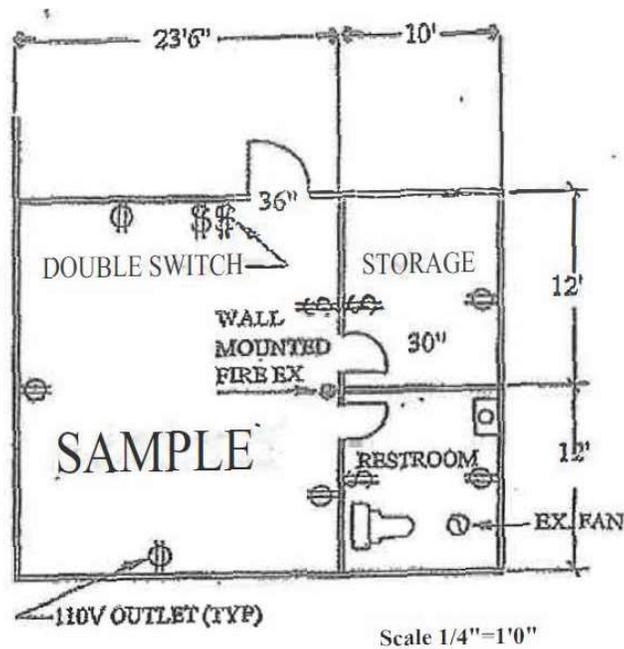


NEW SEWER SERVICE LATERAL CONNECTIONS

Residential, commercial, and institutional development projects.



FLOOR PLAN FOR CERTIFICATE OF OCCUPANCY



PROVIDE THE FOLLOWING INFORMATION ON A DRAWING:

1. Location of walls and partitions
2. Location and widths of doors
3. Location of electrical outlets, wall switches and exhaust fans
4. Location of fire extinguisher
5. Address and suite number
6. Provisions for handicap facilities in restrooms, size of wheelchair
7. Is the building fire-sprinklered?
yes _____ no _____
8. Wall to wall measurements of rooms
(see sample diagram above)



Adjoining Space Questionnaire

The California Building Code has requirements regarding what type of fire protection is needed when businesses are located next to each other or have adjoining walls. Please use one of the diagrams that best describes your situation to provide the address and name of business that may adjoin your business.

Example#1

Adjoining Space #1	Proposed Space	Adjoining Space #2
--------------------	----------------	--------------------

Example#2

Side of Building	Proposed Space Address	Adjoining Space Address #1
------------------	------------------------	----------------------------

Example#3

Proposed Space Address	Adjoining Space Address #1	Side of Building
------------------------	----------------------------	------------------

Example#4

	Adjoining Space Address #2	
Adjoining Space Address #1	Proposed Space Address	Adjoining Space Address #3

Adjoining Space #1: Business Name & Address: _____

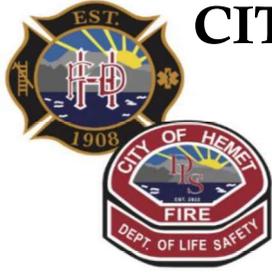
Adjoining Space #2: Business Name & Address: _____

Adjoining Space #3: Business Name & Address: _____

- Business is located in a standalone building.

Signature

Date



CITY OF HEMET DEPARTMENT OF LIFE SAFETY

Fire Prevention Division

510 E Florida Ave
Hemet CA 92543
951-765-2450/(951)765-2475

Certificate of Occupancy Application/Questionnaire

Business Address:	
Business Name:	
Type of Business:	

Please check each of the following processes and/or materials that will be stored and/or used in your business:

- | | |
|---|--|
| <input type="checkbox"/> Aerosol Products (105.6.1)
<input type="checkbox"/> Amusement Buildings (105.6.2)
<input type="checkbox"/> Aviation Facilities (105.6.3)
<input type="checkbox"/> CO2 Systems for Beverages (105.6.4)
<input type="checkbox"/> Carnivals and Fairs (105.6.5)
<input type="checkbox"/> Cellulose Nitrate Film (105.6.6)
<input type="checkbox"/> Combustible Dust Production (105.6.7)
<input type="checkbox"/> Combustible Fiber Production (105.6.8)
<input type="checkbox"/> Compressed Gases (105.6.9)
<input type="checkbox"/> Covered and Open Malls (105.6.10)
<input type="checkbox"/> Cryogenic Fluids (105.6.11)
<input type="checkbox"/> Cutting and Welding (105.6.12)
<input type="checkbox"/> Dry Cleaning (105.6.13)
<input type="checkbox"/> Exhibits and Trade Shows (105.6.14)
<input type="checkbox"/> Explosives (105.6.15)
<input type="checkbox"/> Fire Hydrants and Valves (105.6.16)
<input type="checkbox"/> Flammable and Combustible Liquids (105.6.17)
<input type="checkbox"/> Floor Finishing (105.6.18)
<input type="checkbox"/> Fruit and Crop Ripening (105.6.19)
<input type="checkbox"/> Fumigation and Insecticidal Fog (105.6.20)
<input type="checkbox"/> Hazardous Materials (105.6.21)
<input type="checkbox"/> Hazardous Production Material (105.6.22)
<input type="checkbox"/> High-Piled Storage (105.6.23)
<input type="checkbox"/> Hot Work Operations (105.6.24)
<input type="checkbox"/> Industrial Oven (105.6.25) | <input type="checkbox"/> Lumber Yards and Woodworking (105.6.26)
<input type="checkbox"/> Fueled Vehicle in Assemblies (105.6.27)
<input type="checkbox"/> LP-Gas (105.6.28)
<input type="checkbox"/> Magnesium (105.6.29)
<input type="checkbox"/> Misc Combustible Storage (105.6.30)
<input type="checkbox"/> Motor Fuel Dispensing (105.6.31)
<input type="checkbox"/> Open Burning (105.6.32)
<input type="checkbox"/> Open Flames and Torches (105.6.33)
<input type="checkbox"/> Open Flames and Candles (105.6.34)
<input type="checkbox"/> Organic Coatings (105.6.35)
<input type="checkbox"/> Place of Assembly (105.6.36)
<input type="checkbox"/> Private Fire Hydrants (105.6.37)
<input type="checkbox"/> Pyrotechnic Material (105.6.38)
<input type="checkbox"/> Pyroxylin Plastics (105.6.39)
<input type="checkbox"/> Refrigeration Equip (105.6.40)
<input type="checkbox"/> Repair Garage and Fuel Dispensing (105.6.41)
<input type="checkbox"/> Rooftop Heliports (105.6.42)
<input type="checkbox"/> Spraying or Dipping (105.6.43)
<input type="checkbox"/> Storage of Scrap Tires (105.6.44)
<input type="checkbox"/> Temporary Membrane / Tents (105.6.45)
<input type="checkbox"/> Tire Rebuilding (105.6.46)
<input type="checkbox"/> Waste Handling (105.6.47)
<input type="checkbox"/> Wood Products (105.6.48) |
|---|--|
- Does this business utilize substances listed as hazardous by the State of California?
 Has a Business Emergency Plan been submitted to the County of Riverside, Environmental Health?
 Are Hazardous chemical wastes generated at this facility?
 None of the processes or materials listed above are stored or used in my business.

Date:		Business Owner Signature:	
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Please note, if these processes or materials are stored or used, a permit from the City of Hemet, Fire Department, Fire Prevention Division is required, prior to applying for a Certificate of Occupancy.



CITY OF HEMET DEPARTMENT OF LIFE SAFETY

455 E Florida Ave, Hemet CA 92543
(951)765-2475

CERTIFICATE OF
OCCUPANCY
Affidavit

Initial

_____ I understand that this is only an application for Certificate of Occupancy and that it does not give me any authority to begin conducting business at this site.

_____ I understand that I shall not conduct business at this site, or allow person's from the general public to enter my place of business prior to obtaining and successfully passing both an inspection from the City of Hemet Fire Department and the City of Hemet Building Division.

_____ I understand that if I do begin conducting business at this site prior to passing these inspections and obtaining final approval, that I am in violation of the current California Building Code as adopted in Chapter 14 of the City of Hemet Municipal Code and I am subject to my business being shut down and not being allowed to conduct business at this site until such time the inspections are obtained.

_____ I understand that if violations are found during these inspection, I will not be able to start conducting business at this site, until which time all violations have been corrected, inspected and approved by a City of Hemet Building and/or Fire Inspector.

_____ I understand that the City does not differentiate between responsibility of landlord/tenant agreements and that even though it may be the responsibility of the Landlord or Owner, that my business will be closed while corrections are made.

_____ I understand that if a situation arises that warrants the need for a Temporary Certificate of Occupancy to be issued that a refundable deposit must be deposited with the City of Hemet prior to business being conducted at this site.

_____ I understand that if this is a change of ownership of a previously permitted business that violations could exist in my business. If violations are found, I understand that I will be required to obtain a Temporary Certificate of Occupancy that may require additional fees and paperwork immediately to continue conducting business. Furthermore I understand that if these fees are not paid and the necessary paperwork is not completed in the time frame provided that my business may be subject to being shut down and my business must cease to operate.

_____ I understand if a Certificate of Occupancy is not issued within 60 days of this application, the application will become null and void and a new fee will need to be paid.

_____ Date

_____ Signature

_____ Print Name



CITY OF HEMET DEPARTMENT OF LIFE SAFETY

455 E Florida Ave, Hemet CA 92543
(951)765-2475

CERTIFICATE OF OCCUPANCY

Prior to approval of a Certificate of Occupancy, the Building and Safety Department requires verification that you have initiated service with CR&R, Inc. (the City's franchised refuse hauler) for solid waste services. CR&R Inc. can be reached at (800) 755-8112, Monday – Friday from 8:00a.m. to 5:00p.m. Once arrangements have been made, CR&R will notify the Building and Safety Dept. Important: Contact CR&R at least 24 hours prior to obtaining your Certificate of Occupancy.

WHY YOU MUST USE HEMET'S FRANCHISED SOLID WASTE HAULER

The California Integrated Waste Management Act (CIWMA) of 1989 mandates that all cities and counties in California reduce solid waste disposed at landfills generated within their jurisdictions by 50%. Cities and Counties that do not meet the State goals may be fined up to \$10,000 per day. In order to help jurisdictions meet the 50% diversion rate, the CIWMA gives the City authority to award an exclusive solid waste franchise agreement with solid waste haulers. The City and the hauler work as a team to achieve the goals as outlined in the CIWMA.

The City of Hemet has awarded an exclusive solid waste franchise agreement to CR&R Incorporated. Under the Franchise, CR&R is the only solid waste hauler permitted to collect and dispose of all waste including commercial, residential and construction debris within the City of Hemet. CR&R is a long-standing service provider that strives to work within the requirements and demands of the building industry. CR&R works with the City to help meet our waste reduction goals by sorting recyclable materials at their facility in Perris. CR&R transports sorted recyclable materials to various facilities for reuse or processing. This keeps recyclable materials from going to the landfill.

We know that CR&R will work with you to provide prompt and reliable service. If you have any questions, please contact the Building Department Staff at 951-765-2475.

IT'S THE LAW! BUSINESS RECYCLING

THESE ITEMS ARE RECYCLABLE AND MAY BE PLACED IN YOUR WHITE RECYCLE BIN OR RECYCLE CART.

PAPER

- Magazines
- Phone Books
- Newspaper
- Junk Mail
- Cardboard [Flattened]
- Milk or Juice Cartons

METAL

- Aluminum Cans
- Tin Cans

GLASS

- Bottles and Jars

PLASTICS

- Drink Bottles
- Detergent Containers
- Plastic Toys
- Milk Containers

NO

- Styrofoam
- Organics (Food or Green Waste)
- Hazardous Waste
- Batteries or Electronics
- Liquids



other services

BULKY ITEMS, ELECTRONIC WASTE, & WHITE GOODS

Items that cannot properly fit in your container, such as a chair or desk, are considered bulky items and require a special pick up. Electronic waste (e-waste) is anything with a circuit board or battery, such as computers, telephones and small printers. White goods (e.g. refrigerators, freezers) and electronic waste cannot be disposed of in your container. CR&R will collect and properly recycle these items. For pricing, please call customer service.

HAZARDOUS WASTE - BATTERY DISPOSAL

Hazardous wastes are products that are flammable, corrosive, reactive, or toxic. This includes batteries of all types, as they are considered hazardous waste in California when they are discarded. Therefore, it is illegal to dispose of them in regular trash or recycling; so don't place them in CR&R containers. This includes batteries of all types and sizes Alkaline (AAA, AA, C, D, 9 Volt), Lithium (button cell, power tool batteries, camera batteries, other electronics), Ni Cad (power tools), and other battery types both rechargeable and single use. Batteries must be taken to one of the following:

- recycling center, or
- household hazardous waste disposal facility, or
- universal waste handler, or
- local retailer (Home Depot, Lowes, Best Buy, Staples, Ikea, etc.)

Why is this important? When lithium batteries are improperly disposed of they can cause fires in recycling centers, landfills, and garbage and recycling trucks.

For additional information visit <https://www.calrecycle.ca.gov/reducewaste/batteries> or rcwaste.org.

TEMPORARY COLLECTIONS

Larger waste collection containers (from 3 cubic yards to 40 cubic yards) are available for clean-up projects and other disposal needs.



environmental services
the face of a greener generation

P.O. BOX 1208
Perris, CA 92572

Lower your carbon footprint everyday by recycling.



CUSTOMER SERVICE 800.755.8112

Monday - Friday 8:00 am to 5:00 pm

crrwasteservices.com

HOLIDAY SCHEDULE OF NON-COLLECTION DAYS

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

If the Holiday falls during the week, collection services for the remainder of that week may be postponed by one day.

082020

COMMERCIAL

ENVIRONMENTAL SERVICES GUIDE

Serving

Blythe • Calimesa • Canyon Lake
Hemet • Lake Elsinore • Perris • Riverside
San Jacinto • Temecula • Wildomar
County of Riverside



environmental services

the face of a greener generation

start

A RECYCLING PROGRAM

SAVINGS

Recycling is not only good for the environment, it can be good for your bottom line too! CR&R provides recycling bins at a reduced charge. By exchanging a trash bin with a recycle bin, your monthly bill may be significantly reduced. Let us show you how to better manage your waste stream and put money back in your business and not in your trash bin.

GETTING STARTED

CR&R will work with your business to determine the types of materials you generate and structure a program using the space you have available in and around your office for collection.

TRAINING / ASSISTANCE

Once your business decides to implement a program, CR&R's Sustainability Specialist can assist in the training of your employees. One of the keys to a successful program is education: from your executive management to your janitorial staff.

CUSTOMIZED PROGRAMS

CR&R offers waste audits for businesses seeking to improve their current recycling and waste programs. A CR&R Sustainability Specialist will evaluate your waste stream from the inside out to achieve the most successful recycling program possible. For additional information, please call customer service.

COLLECTION CONTAINERS



*Container and container sizes may vary depending on your area.

CALIFORNIA RECYCLING LEGISLATION

Assembly Bill 939 [AB 939] required jurisdictions to meet a diversion mandate of 25% by 1995 and 50% by the year 2000.

Assembly Bill 341 [AB 341] requires all jurisdictions to meet the diversion goal of 75% by 2020 resulting in businesses that generate 4 or more cubic yards of waste to either:

- Participate in a recycling program with their local waste hauler.
- Donate, sell and/or self-haul materials to a recycling facility.

Information about California's business recycling requirements is available from CalRecycle at <https://calrecycle.ca.gov/recycle/commercial>

Assembly Bill 1826 [AB 1826] requires businesses to separate their food scraps and green waste for recycling. AB 1826 builds on the success of the mandatory commercial recycling program established by AB 341. All businesses with 2 or more yards of solid waste per week must either:

- Participate in a recycling program with their local waste hauler.
- Donate, sell and/or self-haul materials to an organic recycling facility.
- Compost organic materials

Information about organic waste recycling requirements is available from CalRecycle at <https://calrecycle.ca.gov/recycle/commercial/organics>.

Senate Bill 1383 [SB 1383] In September 2016, Governor Brown signed SB 1383 establishing methane emissions reduction targets in a statewide effort to improve air quality. In accordance with this law, all local jurisdictions must provide organic waste collection services to all residential and commercial generators by January 1, 2022. In order to divert this material from local landfills, Organic waste includes food scraps and green waste such as landscape and pruning waste.

Assembly Bill 827 [AB 827] requires businesses to provide customers with public-facing recycling and organics recycling collection bins to collect recycling material generated from products purchased on the premises. The bins or containers must be visible, easily accessible, and clearly marked with signage indicating appropriate recyclable material. Information about AB 827 is available at <https://www.calrecycle.ca.gov/recycle/commercial/organics/fac>.

RECYCLE PROGRAMS

1 MIXED RECYCLING
This program recycles materials such as: cardboard, mixed paper, plastic, aluminum and glass bottles. They may be mixed together and placed in a recycling bin.

2 SOURCE SEPARATED RECYCLING
Your business may generate a large amount of one type of recyclable material, such as cardboard. CR&R can help you determine the best container for your needs based on the quantity and type of material.

3 CONSTRUCTION AND DEMOLITION
With construction and demolition [C&D] debris making up a large percentage of all material entering California landfills, CR&R can help you to divert as much as possible through a combination of source separation and mixed processing. Prior to starting your project, contact CR&R to find out what options will work best for your site. Planning ahead will assist you in diverting as much material as possible, as cost effectively as possible.

4 LEED PROGRAM
LEED, or Leadership in Energy and Environmental Design, is an internationally recognized green building certification system. CR&R is prepared to help you meet your construction based LEED goals. We are flexible enough to work with you on all building types—commercial as well as residential.



FOOD SCRAP RECYCLING

Returning organic materials to the soil drastically reduces the environmental impacts of landfills, reduces greenhouse gases, creates jobs, and helps sustain California's agricultural industry.

Due to state regulations, the city requires CR&R to provide Food Scrap Recycling collection service to businesses. Items that can be placed in a Food Scrap container include: Food preparation scraps, table scraps, food soiled paper, plants, flowers, coffee grounds, and much more. To obtain additional information or subscribe to recycling service call CR&R Environmental Services and ask to speak with a Sustainability Specialist for your area.



Have excess food to donate?

If you are interested in donating prepared or nonperishable food, contact the Riverside County Department of Environmental Health at <https://www.tivcoeh.org/Our-Services/Foods/FoodDonations> or call (888) 722-4234.

Did you know...

California produces nearly half of the nation's fruits and vegetables, yet 1 in 7 Californians currently struggle with food insecurity. 'Food Insecurity' is the occasional or constant lack of access to the food one needs for a healthy, active life. CR&R is supporting efforts to keep edible food out of the recycle and waste streams.



CITY OF HEMET DEPARTMENT OF LIFE SAFETY Addressing Procedure

City of Hemet
Building Division
445 E. Florida Ave.

Hemet, CA 92543

Phone
(951) 765-2475

Email
bldgstaff@hemetca.gov

www.hemetca.gov

This information Bulletin covers procedures for obtaining address assignments, changes, additions and omissions.

Requests shall be submitted by the property owner or authorized agent in writing. The assignment of the addresses depends on the status of the project and the request may not be acted upon until the project is submitted into plan check. The following is required:

1. **Written Request:** The written request shall be submitted to the Building Department on the attached form and shall include:
 - a. Assessor Parcel Number
 - b. Any addresses being used at the site currently.
 - c. Reason for request. Explain briefly.
 - d. Name, address and telephone number of person to contact.
2. **Site Plan:** The site plan shall be one page and shall include:
 - a. Existing buildings and their current addresses (include suite and unit numbers, if any).
 - b. Address of adjacent lots. (This must be included even if adjacent lot is on the other side of a cross street.)
 - c. Location of front doors or main entrances and dimension from major cross streets.
 - d. Location of driveways and dimensions from major cross streets.
 - e. All property lines.
 - f. North arrow.
 - g. Streets and nearest cross streets.
3. **Additional Tract Information:** Once the Architectural plans are submitted you can apply for addresses. You will need to submit a tract map with the homes plotted on the map with the approved street names as the map will be getting recorded. The tract map should have address grid lines located at 300' north and south from the centerline of the closes major street.
4. **Notification:** The building department will review the request and determine if the request meets addressing requirements. Notification of the results will be sent by mail along with notification to any applicable agencies.
5. **Fees:** The fee applicable is the fee adopted in the currently adopted fee schedule. Please visit our website at www.hemetca.gov .

***Please refer to “195 Addressing Regulations” for information of minimum requirements for displaying the assigned address(es).



REQUEST FOR ADDRESS CHANGE

Assessor Parcel Number (APN): _____

Any Addresses assigned to site or property (please also show on plot plan):

Reason for Request (Briefly Explain): _____

I have attached a site plan which includes the following:

1. Existing buildings and their current addresses (include suite and unit numbers, if any).
2. Address of adjacent lots (This must be included even if adjacent lot is on the other side of a cross street).
3. Location of front door(s) or main entrances, and dimensions from major cross streets.
4. Location of driveways and dimensions from major cross streets.
5. All property lines.
6. North arrow.
7. Streets and nearest cross streets.

I Certify that I am the property owner or authorized agent of the above mentioned site.

CONTACT INFORMATION:

Name _____

Address: _____

Phone No: _____



REGULATIONS COVERING

Addressing Regulations

CITY OF HEMET DEPARTMENT OF LIFE SAFETY
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

INFORMATION
BULLETIN

195

July 2023

Following are the addressing requirements for structures and buildings located within the City of Hemet limits. Any building or space that a permit or Certificate of Occupancy is applied for after January 1, 2017 shall comply with the following requirements:

Address identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. The address identification shall be displayed in such a manner as to be continuously displayed, non-moving, and readily visible and legible to emergency vehicles approaching from either direction along the public street on which the address is assigned at all time. Non-continuous display signs, such as changing electronic or video displays are not permitted to be used as required address signs. Moving or non-fixed signs, such as flags are not permitted to be used as required address signs. In situations where there is a public entrance to a property, building, or complex in addition to the entrance from the public street the address is assigned, additional address number signs may be required to be displayed at those additional entrances. Buildings located on the property so that the required address displayed on the building is not visible from the public street fronting the property, additional address number signs will be required at the public street entrance to the property, driveway or private road, and at any intersecting points along the driveway or private road leading to the building. Address identification characters shall contrast with their background. (505.1)

Address Number Assignment. Only address numbers or letters assigned and approved by the Building Division may be displayed on buildings; property and/or building owners are not allowed to display address numbers or letters which have not been approved by the Building Department. (505.2)

Location. Address numbers or letters shall be displayed above the eve line of the building on the upper $\frac{1}{4}$ portion of the building or in a location on the building approved by the Fire Department. Required address signs on building shall be placed at a height and location of the building so as to be readily visible from the public street fronting the building at all times. Required address signs shall not be placed at a height or location on the building where the address sign is visually obstructed, confused or camouflaged by other structures or buildings, building structural or decorative features, windows, glazing, or by expected locations of parked or stopped vehicles, other signs, trees or other existing or potential obstruction. Obstruction which are installed or occur after a required address sign is approved and installed, the Fire Department may require the relocation of the required address sign, or the removal of the obstruction. (505.3)

Illumination. All addresses required to be displayed on a building or other permanent structure shall be illuminated during all hours of darkness. The source of illumination shall be controlled by a photoelectric device which causes the address to be illuminated automatically during all hours of darkness. Timer based control devices are not allowed to be used for the purposes of controlling address illumination. The address may be illuminated by a light source placed behind, within, or near the address. Examples of acceptable light sources include self-contained illuminated signs, landscape lighting decorative exterior building lighting and advertising lighting.

The power source for illumination of the address identification must be under the control of the building or property owner. Illumination from other ambient or nearby sources, such as street lights, advertising

signs on nearby buildings, or other sources not controlled by the building or property owner are not considered sufficient for the purpose of required address illumination.

Exception: Addressing used to identify individual tenant spaces or suites at the interior entrance within, or rear exterior non-public access to commercial building need not be illuminated. Special temporary address signs at construction sites and undeveloped properties need not be illuminated. (505.4)

Color. All required address signs shall be of a color combination where the numbers contrast with the background at all times. Address numbers placed on windows or other glazing may appear to have an acceptable contrasting background during daylight hours, but may have an unacceptable non-contrasting background during hours of darkness. Reflective signs are acceptable, provided that when illuminated by a light source the reflected light from the sign produces contrasting colors which distinguish the address identification from any other reflective material. (505.5)

Size. All required address signs shall be of the minimum size required by this section or larger if required by the Fire Department.

506.5.1 Residential. 4-inch high building numbers with a ½-inch minimum stroke.

506.5.2 Commercial. Height of any numeral or letter must be 1/10 taller than the setback distance measured in feet, expressed in inches, but in no case smaller than 6 inches in height plus 2". Width or stroke of any portion of a number or letter must be 1/10 of its height but no less than .5-inch stroke. The width of any figure must be ½ its height. Suite numbers shall be a minimum 6-inch suite numbers, with a minimum .5 inch stroke, shall be located on the front and back doors.

Calculation Example for 100' Setback:

Height: $100" \times 10\% = 10" + 2" = 12" \text{ Minimum}^{**}$

Stroke Width: $12" \times 10\% = 1.2" \text{ Minimum}$

Width: $12" / 2 = 6" \text{ Minimum}$

**Maximum height may be limited to 12" when a minimum 6" address is located on monument sign.

506.5.3 Multi-Family. 12-inch building numbers with a 2-inch minimum stroke. 6-inch directional numbers shall be visible from the walkway. Individual unit characters shall be a minimum of 4-inch characters in height and a ½ inch stroke. Each individual unit shall have the unit identification, numbers or letters located at or near the primary entrance to the unit. (505.6)

Format. All required address identification shall displayed in a horizontal format. When numbers are used as part of the address, the number shall be displayed by using numerical characters and not by using letters to spell the number(s). The style or font of the character used shall be of a style or font which provides characters which are clear and easily recognizable. (506.6)

Complex Directory. For all properties where more than two (2) buildings exist, or otherwise required by the Fire Department, a map of the complex or facility shall be displayed at or near each entrance from the public street or roadway to serve as a directory to assist in rapid and safe response of emergency vehicles to locations within the complex or facility. The complex or facility map shall clearly show and identify all buildings on the property, including the primary services or functions within each building, all roadways, all access points to the facility from the public streets or roadways, all emergency vehicle access points, fire hydrants(s), fire department connection(s), fire alarm panel location(s), significant life safety hazards, pre-designated helicopter landing areas, and all other specific details as may be required by the Fire Department.

Exception: Properties which are primarily used for residential single family, duplex or triplex dwellings. (506.7)