



Certificate of Occupancy Application Checklist

The City of Pico Rivera is committed to assisting you through the Certificate of Occupancy and Business License review process. This checklist provides the general guidelines for approval.

Note: Payment and submittal of a business license application does not allow you to start your business. You will receive both your official City Business License and Certificate of Occupancy in the mail after your applications have been processed and approved.

- **Speak with the Planning Division to ensure that the proposed business is permitted at the subject address.** Call (562) 801-4332 and ask to speak with a Planner.
- **Complete and submit the City Business License and Certificate of Occupancy Applications.** Both forms are available at www.pico-rivera.org. Fees apply. The Certificate of Occupancy application will be approved once:
 - All required City divisions and County approvals are secured. All businesses require approval from Fire, Building, Planning and Public Works.
 - Fire Department approval is submitted to City (required for all businesses).
 - Building Division approves type of occupancy. Must conform to Section 110 of P.R.M.C. Chapter 15.08 (required for all businesses).
 - L.A. County Health Department approval is submitted to City.
- **Complete the “Notice to Prospective Businesses - Statement of Intended Use” form and submit it to the Fire Prevention Division located in the City of Industry.**
 - Return the original, approved/stamped, and signed form to the City.
 - Schedule an on-site inspection with the L.A. County Fire Prevention Division (626) 430-3050.
 - For more information, see page 3 of this packet for Fire Inspection Guidelines.
- **If your business operations includes the handling of food products, you must obtain LA County Health Department approval (323) 780-2272.** A copy of the approved permit issued by the Health Department must be submitted to the City. An inspection by the Health Department may also be required.
- **South Coast Air Quality Management District (AQMD) “Air Quality Permit Checklist” (909) 396-3529**
 - Form to be completed and submitted to City. If clearance from AQMD is required, submit form and clearance letter to the City once it is obtained.
- **Move in all merchandise, furniture and equipment into the business and call to request a Building Division inspection (562) 801-4360.** Inspections are usually scheduled for the next business day. Keep in mind that:



- Most tenant improvements require a building permit. Tenant improvements include partition construction/ removal, storage racks, modifications to ceiling system, plumbing/electrical/mechanical work, etc. Demolition work also requires a permit.
 - If you have a building permit for construction related to your business, it be finalized prior to Certificate of Occupancy approval.
 - Ensure that someone is present on the day of inspection to allow entry to the inspector.
 - If the premises do not pass inspection, the applicant and/or property owner shall be responsible for resolving all corrections and scheduling additional inspections before approval can be issued.
- **Receive your official City Business License and Certificate of Occupancy.** They will be mailed to you once all necessary approvals are obtained.

Note: The business is not permitted to operate until the Certificate of Occupancy applications have been approved by all applicable departments/divisions and/or agencies.

A FEW REMINDERS AFTER YOUR APPLICATIONS HAVE BEEN APPROVED:

- 1. You must keep your City business license active for as long as you operate the business. This means renewing your business license on an annual basis, paying the renewal fees and reporting all gross receipts.**
- 2. You must notify the City of a change of ownership, business name, or change of occupancy. Fees Apply.**
 - Business incorporation/forming a partnership/limited liability company/adding or subtracting partners requires a new Certificate of Occupancy and a new Business License. Fees Apply.
 - Change of business name or change of owner's name due to marriage/divorce/legal name change requires a letter stating change and revision to the existing Certificate of Occupancy (no fee) and a new Business License (fee applies).
 - Subleasing/subdividing/relocation requires a new Certificate of Occupancy and a new Business License. Fees Apply.
- 3. If you terminate the business...**
 - Should you terminate your business, you must close-out your City Business License. For information on closing out your business license, contact the Revenue Division at (562) 801-4320.

Thank you for choosing to be a part of the Pico Rivera community!



FIRE DEPARTMENT INSPECTION GUIDELINES

- ❖ **These guidelines have been provided to facilitate the Certificate of Occupancy Fire Department inspection, as compliance to these suggestions prior to inspection will prevent potential occupancy delays. Following is a list of typical items that the Fire Department will be checking to allow commencement of your business:**
 - ❑ Operational and non-expired fire extinguishers
 - ❑ Operational exit signage
 - ❑ Clear and unobstructed exit door passage areas
 - ❑ Two feet ceiling clearance to be maintained from merchandise stocking
 - ❑ Extension cords cannot be used as permanent wiring connections
 - ❑ Restaurant operators must provide certifications for hood cooking systems

The guidelines provided is only a partial list of items that the Fire Department will be checking to ensure fire safety.

If the Fire Prevention Inspector encounters other fire safety items needing correction, compliance must be provided prior to commencement of your business.

- ❖ **Should you have any questions related to fire safety issues, contact the L.A. County Fire Prevention Inspector for the City of Pico Rivera, at (626) 430-3050 between the hours of 7:30 a.m. to 4:30 p.m., Monday through Friday. Please note, offices are closed from 12:00 p.m. to 1:00 p.m.**

**LA County Fire Prevention Division
East Region – Irwindale Office
5200 Irwindale Avenue #210
Irwindale, CA 91706**