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 – Building Information

Business Name: ____________________________________________________________

Business Address: _________________________________________________________

Number of Buildings: _______ Type of Construction: _______ Square Footage: _______

PART II – Questionnaire

1. Will your store or handle an aggregate quantity aerosol products in excess of 500 lbs.?  
   Yes ☐  No ☐

2. Will you install or operate a stationary lead-acid battery system more than 100 gallons?  
   Yes ☐  No ☐

3. Will you produce dust or loose combustible fibers in excess of 100 cubic feet?  
   Yes ☐  No ☐

4. Will you be storing more than 2500 cubic feet of combustible materials (boxes, rubber)?  
   Yes ☐  No ☐

5. Will you store, handle or use compressed gases? (Table 105-A)  
   Yes ☐  No ☐

6. Will you produce, store or handle cryogens? (Table 105-B)  
   Yes ☐  No ☐

7. Will you engage in the business of dry cleaning?  
   Yes ☐  No ☐

8. Will you conduct an operation which produces combustible dusts (i.e. flour, magnesium)?  
   Yes ☐  No ☐

9. Will you have any explosives or blasting agents?  
   Yes ☐  No ☐

10. Will you store, handle, use or dispense flammable or combustible liquids?  
    Yes ☐  No ☐

11. Will you store, transport on site, dispense, use or handle hazardous materials? (Table 105-C)  
    Yes ☐  No ☐

12. Will you have over 500 square feet of high-piled combustible storage? (>12 feet)  
    Yes ☐  No ☐

13. Will you store, handle or use liquefied petroleum gases (LPG)?  
    Yes ☐  No ☐

14. Will you melt, cast, heat treat or grind more than 10 lbs. of magnesium?  
    Yes ☐  No ☐

15. Will you have a motor vehicle fuel-dispensing station?  
    Yes ☐  No ☐
16. Will you manufacture more than 1 gallon of organic coating per day?  

17. Will you operate an industrial baking or drying oven?  

18. Will you operate a place of assembly (Drinking, Dining, or Gathering) for more than 50 people?  

19. Will you store or handle radioactive materials?  

20. Will you have a refrigeration system with >220 lbs. Group A1 or >30 pounds of any other refrigerant?  

21. Will you operate a repair garage for servicing or repairing automobiles?  

22. Will you be conducting hot work (welding, cutting or use flame producing devices or torches)?  

23. Will you apply flammable or combustible liquids (Spray booth, Dip tank, Powder Coating, Rolling)?  

24. Will you store over 1000 cubic feet of tires in an outside area?  

25. Will you store, lumber, wood chips, hogged material or plywood in excess of 200 cubic feet?  

26. Is your building equipped with automatic fire sprinklers? If YES then:  
   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: ________________________________________________  

27. Is your building equipped with automatic fire detection (smoke detector, heat detector, manual pull)?  
   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.

   - **Kitchen Hood System** – One Class K fire extinguisher shall be placed within 30 feet of all grease cooking operations in a commercial kitchen. (No "A or C" rating shall be mounted near kitchen hood system.) (ABC multi-purpose fire extinguishers may compromise the powder in fixed kitchen hood systems.)

   **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.

7. **HAZARDOUS MATERIALS DECLARATION**

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

   - **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 a person’s health and safety or harmful to the environment if released into the work place or surrounding areas.

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.

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.)
☐ A 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, 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.
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: (______) _______
April 26, 2002

To Whom It May Concern:

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

1. Operations conducted in the building are as follows:
   a) Upholstery – manufactures leather-upholstered wood and metal furniture as well as some fully upholstered furniture.
   b) Plastic furniture – manufactures plastic interiors, extruded plastic tubing. Operations include cutting, thermoforming and assembly.
   c) Spray painting – painting of all pieces - interior. All spray painting to take place in spray booth.
   d) Wood finishing or metal finishing and components.
   e) Office activities.

2. See attached floor plan.

3. Materials to be stored in the building:
   a) Existing furniture to be stacked upon themselves.
   b) Wood furniture parts are placed.
   c) Upholstery materials placed 6 feet high.
   d) Plastic tubing on furniture parts in racks 6 feet high.

4. Materials are stored in cloth racks, on pallets, and free standing. Maximum material storage is 10 feet.

5. No alterations are planned at this time.

Sincerely,

John J. Jones
President

JJJ:ab