



Zone Clearance Form

City of South Pasadena
Planning and Building Department
1414 Mission Street, South Pasadena 91030

Zone Clearance No. _____
For Office Use Only

COMMERCIAL BUSINESSES (Application Fee: \$20)

A Business License is required for all nonresidential activities in the city, including commercial office and retail, industrial, etc. All applicants requiring a Business License must apply for a Zone Clearance. This allows the Planning department to review your business description to check for its compliance with the Municipal Code, any previous permits, and active covenants. Please complete the front portion of this form and attach it to the Business License application.

Tenant Improvements

Often, a new business will need to make tenant improvements within the building or space. Such improvements include the construction of partition walls, lighting installation, new plumbing fixtures, various mechanical equipment, etc. Please contact the Building Department at (626) 403-7224 to inquire about any permits you might need.

Signs and Façade Improvements

If you are planning to install a new sign for your business or if you are making façade improvements (does not include just painting) to the outside of your building, you will need approval from the Design Review Board (DRB). The City's DRB maintains a high regard for the City's aesthetic architecture and design. The DRB is there to assure stylistic compatibility with the building and the surrounding neighborhood. Please contact the Planning department if you have any questions regarding your submittal at (626) 703-7220.

Please check all that apply to your business:

- My business will require tenant improvements.
- My business will not require tenant improvements.
- My business will require a sign and/or façade changes.

Business/Company Name: _____

Business Owner's Name

Property Owner/Landlord/Property Manager's Name

Address

Address

Telephone & E-Mail Address

Telephone & E-Mail Address

On the lines below, please provide a detailed description of your business. Please include the number of employees on the largest shift, hours of operations, items sold, services rendered, etc. Also indicate the number of parking spaces available for your business.

Office Use Only

Floor Plan Required (only for businesses located in the Mission Street Specific Plan area)

Please attach one (1) copy at scale of 1/8" = 1' or larger showing the proposed use of all interior floor area. Include the dimensions of all interior rooms or other enclosed areas and label them (i.e. office, cahier, sales floor, storage, etc.)

I hereby certify under penalty of perjury that the statements and information presented in this application are true and correct to the best of my knowledge and belief.

Business Owner's Signature: _____ **Date:** _____

For Staff Input Only

Business Name: _____

Business Address: _____

Zone Clearance No.: _____

Check the Zoning that applies to the property:

- CG (Commercial General) District
- CO (Commercial Office) District
- BP (Business Park) District.
- Mission Street Specific Plan (MSSP), District: _____
- Other _____

Clearance from Existing Planning, Building, and Code Enforcement Files:

Previous use of site: _____

Does the business require discretionary approval (Conditional Use Permit or Administrative Use Permit)?

Yes No (Remarks below)

Does a Conditional Use Permit or Administrative Use Permit already exist for this type of use?

Yes No

If yes, attach a copy of the conditions of approval.

Restaurant use:

Public Works clearance for grease interceptor : G.I required G.I not required

Approved

Conditions of approval:

- This business license is approved only for this use: _____
- Any signs require separate review and approval (fees apply)
- Any tenant improvements require separate review and approval (fees may apply)
- The City's regular (maximum) business hours apply: 6:00 a.m. to 11:00 p.m. Operation outside of these hours requires a Conditional Use Permit.
- Other _____

Office Use Only

Denied Basis for denial:

Planner's signature: _____ Date: _____

CITY OF SOUTH PASADENA
PLANNING AND BUILDING DIVISION

CERTIFICATE OF OCCUPANCY
(Keep for your records once returned approved)

This is to Certify that _____
(name of business, proposed use, activity & occupancy)

Existing at _____

Property Owner _____ Address _____ Phone _____

Applicant _____ Address _____ Phone _____
(home)

STAFF ROUTING

CITY USE ONLY

PLANNING _____ APPROVED DENIED DATE _____

FIRE _____ APPROVED DENIED DATE _____

THIS SITE HAS BEEN INSPECTED AND THE OCCUPANCY AND USE THEREOF IS:
APPROVED DENIED

THE FOLLOWING IS THE APPLICABLE SECTION OF THE SOUTH PASADENA CITY CODE, WHICH STATES THE NEED FOR A CERTIFICATE OF OCCUPANCY:

36.164 (2) OTHER THAN RESIDENTIAL. IN THE EVENT OF ANY CHANGES OF OCCUPANTS OR TENANTS OF ANY BUILDING, OR PORTION THEREOF OR ANY LAND, USED FOR OTHER THAN RESIDENTIAL PURPOSES, NO NEW OCCUPANT OR TENANT SHALL OCCUPY OR USE ANY SUCH BUILDING, OR PORTION THEREOF OR ANY LAND UNTIL A NEW CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE DIRECTOR OF PLANNING & BUILDING, WITH THE APPROVAL OF THE CHIEF OF THE FIRE DEPARTMENT.

36.164(3) CHANGE OF USE. IN THE EVENT OF ANY CHANGE OF USE OF ANY BUILDING, OR PORTION THEREOF OR LAND, NO SUCH CHANGE OF USE SHALL BE INSTITUTED UNTIL A NEW CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE DIRECTOR OF PLANNING & BUILDING, WITH THE APPROVAL OF THE CHIEF OF THE FIRE DEPARTMENT.

FEE **\$50.00**

APPLICANT _____

PERMIT NO. _____ DATE _____

Business License Check List

Listed below are the most common California Fire Code requirements for small retail and clerical businesses. These and all other requirements shall be adhered to at all times. If you are opening a new business, please have all requirements met prior to the Fire Department Inspection. This is a partial list of requirements; additional requirements may be imposed during the inspection.

Fire Extinguisher (CFC 906) Minimum size – **2A-10BC** serviced annually, and shall have an approved State Fire Marshals tag attached. The top of the extinguisher shall be mounted in plain view no higher than 5 ft from floor. Travel distance to extinguisher shall not exceed 75 ft. Extinguishers shall be mounted in plain view and unobstructed.

Exits (CFC Ch.10) Exits shall be operational from the inside without the use of a key or special knowledge. Exits are to remain unobstructed at all times. A readily visible sign on the egress side of the door shall read **"THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"**

Extension Cords (CFC 605.5) Extension cords and multi-plug adapters shall not be used in place of permanent wiring. Surge protected/circuit breaker cords and power strips are permissible but not recommended for long-term use. Extension cords shall only be used with portable appliances.

Structure Requirements (CFC 703.1) Openings or breaches in walls, ceilings, or floors are prohibited. Such elements shall be properly repaired, restored or replaced when damaged, altered or penetrated. Fire lanes and fire department appliances such as water valves, shutoffs and connections shall be kept functional and unobstructed at all times.

Knox Box Requirements (CFC 506.1) When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or firefighting purposes, the Fire Chief is authorized to require a key box to be installed in an accessible location. The key box shall be of an approved type (KNOX BOX) and shall contain keys to gain necessary access as required by the Fire Chief.

Premise Identification (CFC 505.1) New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.



CITY OF SOUTH PASADENA

Water Usage Survey/Backflow Cross Connection Program

Date: _____

Type of Business: _____

Address: _____

Contact Person: _____

Phone: _____

Dear Property Owner/ Business Tenant:

As a part of the state mandated Cross Connection Control Program, the City of South Pasadena is conducting a Water User Survey. The purpose of this survey is to determine if a cross connection exists on your property, which could become a potential hazard in the event of reduced pressure in the City of South Pasadena's water system.

Please circle "Yes" or "No" to the following questions:

1.) Is waste or recycled water used on your property?
Yes No

2.) Are toxic chemicals stored or used as part of your business?
Yes No

a.) If the answer is "yes", please identify these chemicals.

- | | |
|----|----|
| 1) | 4) |
| 2) | 5) |
| 3) | 6) |

3.) Is there an auxiliary water supply on your premises?
Yes No

a.) Examples of an auxiliary water supply:

Water storage tank

Any pump that pressurizes water from the city's supply

A fire system with a pump or water storage tank

4.) Is there an irrigation system into which fertilizer, herbicides, or pesticides are injected?
Yes No

5.) Are portable sprays or cleaning units that have the capability of being connected to the city's water supply used as part of your business?
Yes No

- 6.) Does your business draw water from city hydrants?
 Yes No
- 7.) Does your business currently have backflow device on the property?
 Yes No
- a.) Examples of a backflow device are:
 Double Check Valve
 Atmospheric Vacuum Breaker
 Pressure Vacuum Breaker
 Split Resilient Pressure Vacuum Breaker
 Reduced Pressure Principal Device
- 8.) Is there a fire sprinkler system on the property?
 Yes No

Because the City of South Pasadena is mandated by State Department of Health Services to identify and protect against possible contamination of the city's water system, it is imperative that this survey be completed and returned. This survey is to be returned to the License Department at the time you fill out your application for a business license.

PLEASE DO NOT WRITE BELOW THIS LINE, TO BE FILLED BY THE WATER DEPARTMENT

Backflow/Cross-Connection Inspection Survey Fee:

- Fee Required - \$50.00
- No Fee Required
- Need to Install Appropriate Backflow Prevention Device
- Backflow Prevention Device Already Installed

Comments:

If there are any questions regarding this matter, please contact me at (626) 441-4024 or by e-mail at atesfaye@ci.south-pasadena.ca.us

Thank you for responding to this survey.

Office Use Only

Anteneh Tesfaye
 Water Operations Supervisor
 City of South Pasadena



**South Coast
Air Quality Management District**

21865 Copley Drive, Diamond Bar, CA 91765-4182
(909) 396-3529 • [http:// www.aqmd.gov](http://www.aqmd.gov)

Air Quality Permit Checklist

California Government Code Section 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This Checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name: _____

Property Address: _____

City: _____ Zip Code: _____

Contact Person: _____ Title: _____

Type of Business: _____ Telephone: _____

Fax Number: _____ e-mail address: _____

Applicant (print name): _____ Signature: _____

Date: _____

- Will the facility have any of the following equipment? Yes No

Charbroiler

Dry cleaning machine

Spray booth

Printing press (screen/lithographic/flexographic)

Internal combustion engine greater than 50 HP (excluding motor vehicles)

Boiler/combustion equipment (greater than 1 million BTU/hr. maximum input)

Abrasive blasting cabinet/room

Baghouse/cartridge-type dust filter/scrubber

Motor fuel storage and dispensing equipment

- Will any of the following operations be performed? Yes No

Application of paints or adhesives

Etching, plating, casting, or melting of metals

Molding, extruding, or curing of plastics

Mixing and blending of liquids and/or powders

Storage of acids, solvents, organic liquids, or fuels

Production of fumes, dust, smoke, or strong odors

Office Use Only

If you answered “No” to both questions, this checklist is your clearance from AQMD. If you answered “Yes” to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at **1-800-CUT-SMOG (1-800-288-7664)**.

South Pasadena Police Department
Emergency Contact Form
Business Phone List

Date: _____

Affix your
Business Card
here

Business Address: _____

Business Name: _____ Business Phone: _____

Fax number: _____ E-Mail: _____

Business Hours: _____ To _____ S M T W T F S

Hazardous Material on site: _____

Access Points: _____ Roof Access: Yes _____ No _____

After Hours Emergency Contact
(not the business phone)

1) _____ Keys: _____ Phone #: (____) _____

2) _____ Keys: _____ Phone #: (____) _____

3) _____ Keys: _____ Phone #: (____) _____

4) _____ Keys: _____ Phone #: (____) _____

Office Use Only

Alarm Company: _____ Phone #: (____) _____

Additional Information:
