Print Form

# COUNTY OF LOS ANGELES FIRE DEPARTMENT
## FIRE PREVENTION DIVISION

# 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

| | Yes | No |
|---|---|---|
| 1. Will your store or handle an aggregate quantity aerosol products in excess of 500 lbs.? | ☐ | ☐ |
| 2. Will you install or operate a stationary lead-acid battery system more than 100 gallons? | ☐ | ☐ |
| 3. Will you produce dust or loose combustible fibers in excess of 100 cubic feet? | ☐ | ☐ |
| 4. Will you be storing more that 2500 cubic feet of combustible materials (boxes, rubber)? | ☐ | ☐ |
| 5. Will you store, handle or use compressed gases? (Table 105-A) | ☐ | ☐ |
| 6. Will you produce, store or handle cryogens? (Table 105-B) | ☐ | ☐ |
| 7. Will you engage in the business of dry cleaning? | ☐ | ☐ |
| 8. Will you conduct an operation which produces combustible dusts (i.e. flour, magnesium)? | ☐ | ☐ |
| 9. Will you have any explosives or blasting agents? | ☐ | ☐ |
| 10. Will you store, handle, use or dispense flammable or combustible liquids? | ☐ | ☐ |
| 11. Will you store, transport on site, dispense, use or handle hazardous materials? (Table 105-C) | ☐ | ☐ |
| 12. Will you have over 500 square feet of high-piled combustible storage? (>12 feet) | ☐ | ☐ |
| 13. Will you store, handle or use liquefied petroleum gases (LPG)? | ☐ | ☐ |
| 14. Will you melt, cast, heat treat or grind more than 10 lbs. of magnesium? | ☐ | ☐ |
| 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) 3A20BC 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) 3A40BC 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 40B fire extinguisher (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 (Form 585)**
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.

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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.)
☑ A SITE PLAN/FLOOR PLAN (PART III, NUMBER 5.)

**FIRE DEPARTMENT STAMP:**

☐ **THE FOLLOWING PERMITS ARE REQUIRED:** _____

_____

_____

**PLEASE REVIEW THE INFORMATION SHEETS PROVIDED FOR EACH PERMIT. YOU WILL NEED TO CONTACT A FIRE INSPECTOR TO SCHEDULE AN INSPECTION BEFORE A PERMIT IS ISSUED.**

# Occupant Emergency Information

*Please type or neatly print!*

*See reverse side for explanations*

## 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 Statement of Intended Use)**

Big Ben Furniture company
1000 South Anyplace
Your City, CA 00000

April 26, 2002

To Whom It May Concern:

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

1. Operations conducted in the building are as follows:

   a) Upholstery – manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
   b) Plastic furniture – manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming and assembly.
   c) Spray painting – painting of all necessary items. All spray painting to take place in spray booth.
   d) Warehousing of wood and metal furniture components.
   e) General office activities.

2. See attached plot plan.

3. Materials to be stored include the following.

   a) Metal and wood furniture frames stacked upon themselves
   b) Wood furniture parts palletized.
   c) Upholstery materials in racks 6 feet high.
   d) Plastic tubing and furniture parts in racks 6 feet high.

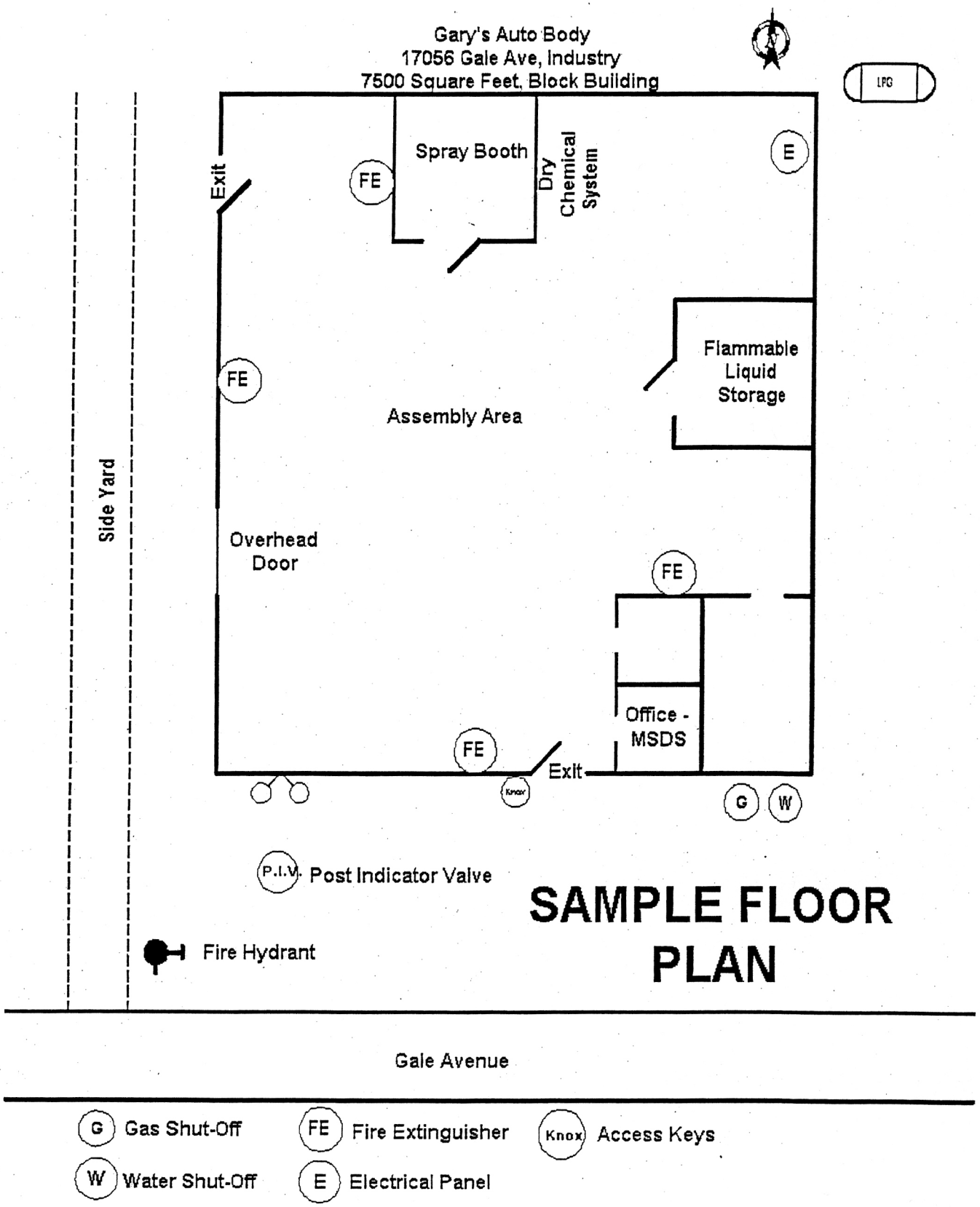
4. Materials are stored both in racks, on pallets, and free standing. Maximum height of storage is 10 feet.

5. No alterations are planned at this time.

Sincerely,

John J. Jones
President

JJJ:ab


Gary's Auto Body
17056 Gale Ave, Industry
7500 Square Feet, Block Building
LPG
Spray Booth
Dry Chemical System
E
FE
Exit
Flammable Liquid Storage
Assembly Area
Side Yard
Overhead Door
Office - MSDS
Exit
Knox
G
W
P.I.V. Post Indicator Valve
Fire Hydrant
SAMPLE FLOOR PLAN
Gale Avenue
G Gas Shut-Off
W Water Shut-Off
FE Fire Extinguisher
E Electrical Panel
Knox Access Keys