



Planning and Building Agency  
Building Safety Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-19)  
Santa Ana, CA 92702  
(714) 647-5815  
www.santa-ana.org

## Occupancy Inspection Checklist

In order to request an Occupancy Inspection, please call (714) 647-5815 or go to <https://permit.santa-ana.org/Occupancy-Inspections>.

Please be sure to have your copy of the **Certificate of Occupancy Inspection Scheduling Notice** readily available.

The business must be moved into the tenant space or building prior to scheduling for inspection.

The following is a general list of items that will be evaluated during your Occupancy Inspection. An Occupancy Inspection may be conformed to type of establishment. Therefore, the checklist is not to be construed as a complete list of requirements.

### **General Building**

- Compatibility of proposed use with existing building construction type
- Building address numbers on front elevation (and rear with alley access)
- Occupant load signs required for rooms with occupant load of fifty (50) or more Persons
- Disabled Person Accessibility requirements may be inspected. Including, but not limited to entrances, parking, and restrooms At least one fully charged 10 lb. portable fire extinguisher must be mounted, with signage

### **Building Exiting**

- Illuminated EXIT signs required at all exterior doors and EXIT corridors
- Panic hardware and dead bolts on EXIT doors
- Surface mounted dead bolts are not permitted on required EXIT doors
- Double cylinder locks or pad locks are not permitted on security doors during normal business hours (iron, screened, accordion, etc.)
- Sign over MAIN entry door to read "This door to remain unlocked during normal Business hours"
- No blocked passageways or exit doors with equipment or merchandise

### **Building Improvements (requiring a permit)**

- Interior partition walls over 5 feet 9 inches (5'9") in height
- New Plumbing, Mechanical or Electrical improvements
- Interior storage racks, pallets or shelving over 6 feet in height require a permit
- Interior storage racks, pallets or shelving over 8 feet in height, require a plan, permit and structural calculations
- Interior storage racks, pallets or shelving over 12 feet will require the above mentioned and a high pile plans and permit from Orange County Fire Authority.
- Partition walls that require fire or explosion rating

### **Tenant and Building Signs**

- All freestanding, wall mounted, banners and flags **must be permitted and approved** by the Planning and Building Agency
- Window signs shall not exceed 25% of the total window area
- No flashing or LED scrolling signs are permitted

**Additional Electrical Regulations for Commercial Buildings**

- No extension cords
- Electrical panels shall have clearly labeled breakers and safety plates on missing breaker locations
- Minimum three foot (3') clearance in front of electrical panels

**Additional Mechanical Regulations for Commercial Buildings**

- All units or buildings with HVAC shall maintain individual thermostat controls
- All enclosed spaces shall contain adequate ventilation (except storage areas)
- Air compressors may require an electrical and mechanical permit

**Additional Plumbing Regulations for Commercial Buildings**

- Water heaters shall be strapped for seismic safety
- Air systems shall be pneumatic type
- Bathroom fixtures shall be provided per number of employees

**Outdoor Storage**

- All business activities shall be conducted within an enclosed building or as permitted in specified zoning districts
- Storage of materials or goods shall be located within an enclosed building or as Permitted in specified zoning districts
- Outdoor storage of materials, products, equipment or vehicles, shall be screened by a solid fence or wall not less than eight (8) feet in height
- Materials, products or equipment stored outdoors shall not be piled higher than the height of the fence or wall, not encroach into required parking and landscape areas
- Flammable materials and gas cylinders shall be stored within approved storage cabinet or location. Hazardous placards shall be posted on exterior of buildings containing such materials.
- Parking spaces, drive aisles and fire lands shall be kept clear of any outdoor Storage and obstructions
- Outdoor vehicle storage lots must be paved

**Examples of signage required**



### **Items that may require a permit by occupancy**

\*Please inquire with the permit counter and/or Building Department

#### **Offices or Rooms**

- Any tentative improvements, additions to offices or rooms, including plumbing, mechanical and electrical modifications may require plans, permits and inspections approvals.

#### **Medical or dental offices**

- New dental equipment: compressors, vacuum pump, water supply must have backflow devices (permit and inspection)
- Demising walls created or closed up may require permit and inspections

#### **Automobile Repair Garages**

- Automobile lifts require an electrical permit and inspection approval. The permitted automobile lift is to be listed per state code. If there are existing auto lifts that have no prior permit approval, a correction notice will be issued to provide permits and inspections approvals.

#### **Hair & Nail Salons**

- All spa chairs and sinks will be required to be permitted and provide inspection approvals. The spa chairs are to be listed per state code. This may include back flow protections and GFCI
- For permanent and temporary signage, contact the Planning Counter for compliance standards. Signs may require permits and inspections approvals.

#### **Massage Parlors**

- Will require Police approval prior to Occupancy inspection, inquire with Planning Counter

#### **Restaurants and Food Service Establishments**

- Any new or existing (that has a change in ownership) food service establishment (per SAMC 39-56 (2) C) requires a grease interceptor or clarifier for grease collection.
- Reduced Pressure Principle (RPP) devices must be on all soda machines (permitted and inspected).

#### **Retail Business**

- Verify exiting requirements (i.e. exit signs, "Door to remain unlocked during business hours" signs, etc.)
- Disabled persons accessibility requirements at entrance, counter, restrooms, and throughout the store may be inspected.

#### **Warehouse**

- Storage Racks
  - Interior storage racks, pallets or shelving *over 6 feet* in height require a permit
  - Interior storage racks, pallets or shelving *over 8 feet* in height, require a plan, permit and structural calculations
  - Interior storage racks, pallets or shelving *over 12 feet* will require the above mentioned and a high pile plans and permit from Orange County Fire Authority.

#### **Woodshops**

- If occupancy is greater than 2,500 square feet, fire sprinklers are required.
- A dust collection system or a daily maintenance plan is required
- Occupancy separation issues
- All equipment and machinery are to have electrical plans, permits and inspection approval. All equipment and machinery are to be listed per state code.