



Planning and Building Agency
Planning Division
20 Civic Center Plaza
P.O. Box 1988 (M-20)
Santa Ana, CA 92702
(714) 647-5804
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Occupancy Inspection Checklist

In order to request an Occupancy Inspection, please call (714) 647-5815.

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 (Type 2A-10: BC)

Building Exiting

- Illuminated EXIT signs required at all exterior doors and EXIT corridors (see sample below)
- 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" (see sample below)
- 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 (permit is required for new or replacement)
- Air systems shall be pneumatic type
- Bathroom fixtures shall be provided per number of employees
- Exposed plumbing shall be metal; not plastic (permit required)

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

