

# *Monterey Park Fire Department*

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## Starting a Commercial Business

### FIRE PREVENTION COUNTER

At the Fire Prevention Counter (located on first floor of City Hall next to Building) schedule an appointment for a fire inspection. A Fire Department guideline may be requested at the counter to help you prepare for your inspection.

Staff at the Fire Prevention counter will search the fire permit records and advise you of any permits that need to be obtained and paid prior to scheduling an appointment. Other permits may be required depending on the business process after the fire inspection is conducted.

An adult must be present for the scheduled inspection and a 24-hour notice is required to cancel and/or reschedule an appointment. The business must be set-up (all equipment and merchandise) as if ready to open and/or operate for business for the fire inspection.

If the business will be used for storage an Owner's Statement of Intended Use shall be submitted along with a schematic floor plan showing the storage areas. Please request the form from the staff at the Fire Prevention counter.

If the business has fire protection systems (fire sprinklers, fire alarms, commercial cooking systems, etc.), you will be asked to provide current certification from a state licensed fire protection contractor. Please check with your landlord to make sure there is an up-to-date certification report for these systems and provide a copy to the Fire Prevention staff prior to scheduling an appointment.

If you do not pass the fire inspection, you will be informed of the corrections that are required and given a re-inspection date (usually ten days on or after the first inspection). The fire inspector will return on the re-inspection date noted on the correction notice. However, if you make all the corrections prior to the re-inspection date on the notice, you may call to schedule an earlier appointment for a re-inspection.

### PASSING YOUR FIRE INSPECTION!

Be prepared and review the Fire Department Guideline to have your business ready for the fire inspection. Remember, only the basic requirements are reflected in the guideline. A complete assessment of the fire and life safety requirements for your business can only be made after a complete Fire Department inspection is conducted.

SOME COMMON DEFICINCIES FOUND AT THE TIME OF INSPECTION ARE:

- Fire Protection Systems and Equipment are not up-to-date on their state certified requirements.
- Occupancy (kind of business conducting and/or service provided) not in compliance with the Certificate of Occupancy applied for on the application.
- Tenant improvements, modifications or alterations to the Building without permits.
- Fire extinguishers without an approved State Fire Marshal tag by a state licensee.
- Fire extinguisher obstructed, not properly mounted, or wrong type of extinguisher for business.
- Fire permits for special uses and/or hazards (certain business processes require an annual fire permit such as flammable or combustible liquids, welding, high piled storage) required for the business operation.
- Blocked exits or exits that have unapproved locks or latches installed on doors.
- Exit signage not maintained.
- Electrical hazards.
- Stock and or merchandise piled above the allowable limits for the type of fire protection systems in the building or lack of fire protection systems for the type of storage in the business. Maximum storage height is 12 feet from finished floor without in-rack sprinklers.
- Warehouse storage lacking aisle maintenance, width clearances, aisle spacing, unsafe storage heights and unsecured storage.
- Rack storage 6-feet from finished floor require a Building permit.
- Maintain storage 36-inches below ceilings, 18-inches below fire sprinklers.