





## Occupancy Permit Guidelines

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## Permit and Plan Check Process for Occupancy Permits

### OCCUPANCY PERMITS WITHIN A BASIC BUILDING

Occupancy Permits: Permitted work shall be inspected and final approval granted PRIOR to the issuance of an Occupancy Permit. Note: Original, basic buildings are not checked or inspected for a specific occupancy.

PROCEDURE FOR OBTAINING OCCUPANCY PERMIT: Submit complete sets of PLANS and specifications as noted below. Clearance from each area in sequence listed below is required prior to the issuance of the occupancy permit. All documents, including each sheet of plans, are to be identified with job address and suite number.

#### 1. LAND USE:

- A. Digital Plans to <https://myoceservices.ocgov.com> showing a specific area to be occupied within the shell (including floor plan and plot plan, sample plot plan attached).
- B. Business and Occupancy Declaration Letter (sample attached) from the proposed occupant which:
  - (1) Fully describes the type of business.
  - (2) States the total number to be employed.
  - (3) States the quantity and flashpoint of flammable materials to be stored or used in the building, if any.
- C. A notarized letter from the property owner or a Rental / Lease agreement giving the proposed occupant permission to occupy the subject building or suite.

#### 2. PLAN CHECK – PRELIMINARY REVIEW:

- A. Digital Plans of the occupancy showing: to scale, double line floor plan of partitions, use of each room, exits from basic building, proposed construction, all equipment, fire rating of corridors, beams, joists, etc.
- B. Specifications for materials or systems.

#### 3. MECHANICAL AND PLUMBING:

- A. Plumbing plans showing fixtures, main drain and branches, water and gas pipes with sizes and types of materials for systems. Delineate between new and existing.
- B. Mechanical plans showing mechanical equipment, capacities, size and locations of all ducts, fire dampers and specifications for the equipment. Provide calculations and forms to show compliance with California Energy Efficiency. Delineate between new and existing.

#### 4. ELECTRICAL:

- A. Electrical PLANS showing service diagram, wire sizes, service capacity and location, switches, fixtures, electrical equipment, and new and existing loads. Electrical plans showing: Feeder conduit and wire sizes and feeder over current protection, operating voltage, phase and load of equipment and fixtures; panel schedule(s); locations of all fixtures, outlets, utilization equipment, distribution of equipment and service equipment; distinction between existing, new or relocated fixtures or equipment: California Energy Efficiency Forms Ltg. -1 and Ltg. 2; name and phone number of designer.

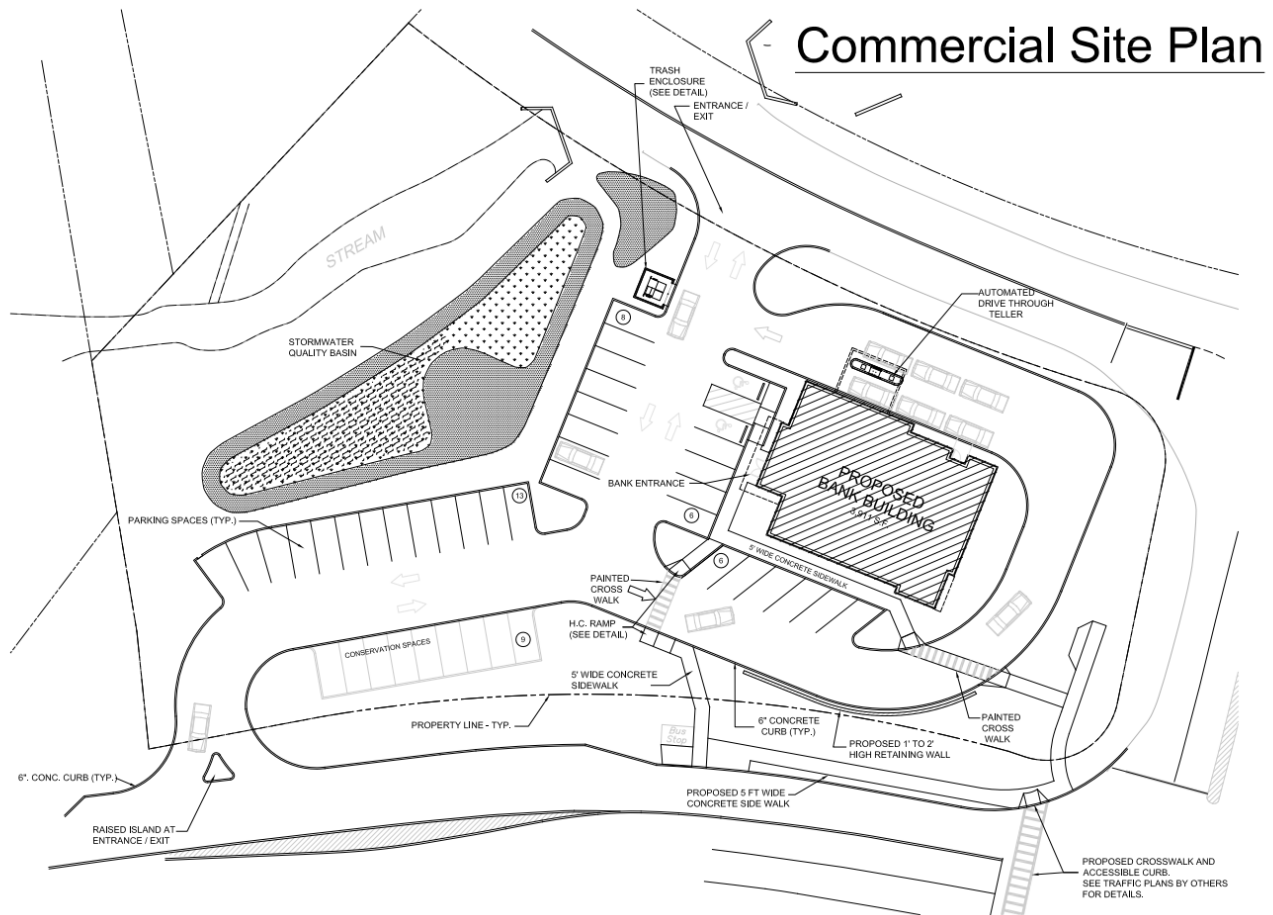
#### 5. FEES:

- Plan check and building permit fees.

#### 6. FINAL INSPECTION:

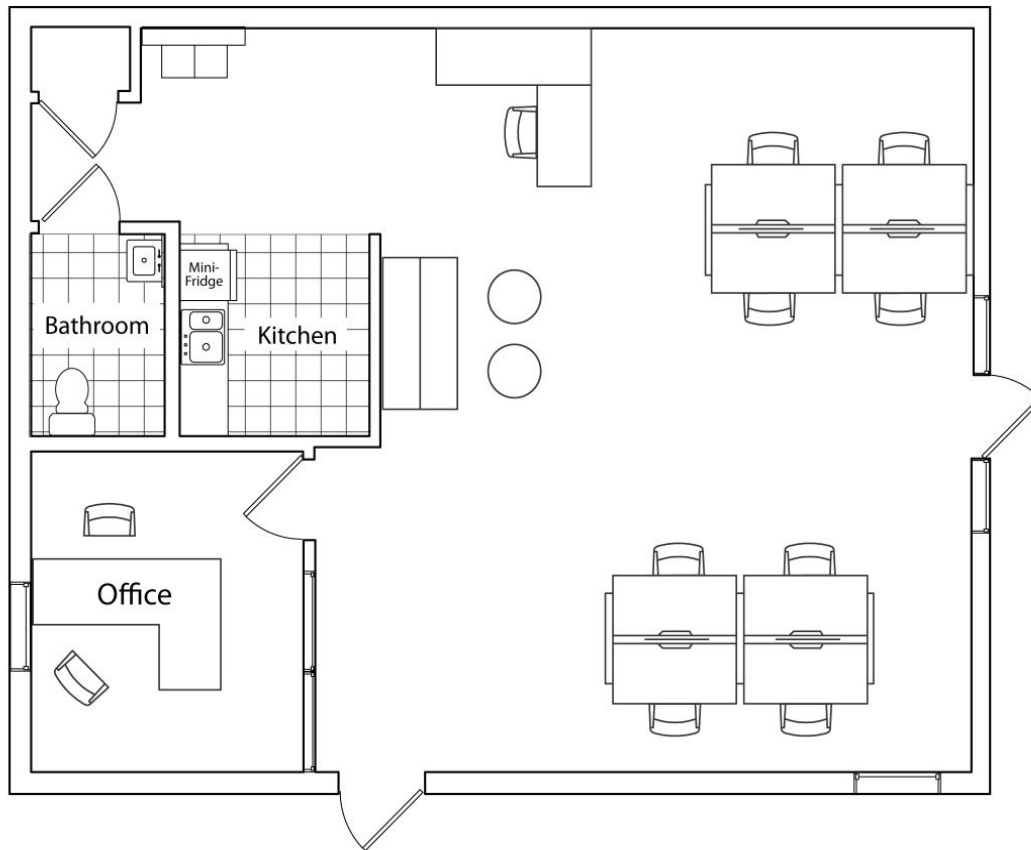
- After building is completed and ready for occupancy, which includes provisions for lot drainage and grading and clearances from other regulating County agencies (Health Department and Fire Marshal) involved with the project, have been obtained. The order of called final inspections may be at the builder's convenience, however, please remember that all final inspections must be made and cleared before utilities are released and certificates of Occupancy issued. This includes any zoning and/or grading final.

# Sample Site Plan



1. Project Location information (i.e. APN/ Tract and Lot).
2. Building footprints and rooflines – Location and use of all existing and proposed structures and landscape areas, including size, dimensions and distances to property lines.
3. Access – Including driveways, existing and proposed.
4. Property lines – Include and label all building site dimensions and ownership boundaries.
5. Ultimate street right-of-way lines – Including name, location, size and distance from property lines, and location of sidewalks, curb and gutter, and edge of pavement, public or private.
6. Show setbacks from property lines.
7. Easements – Including location, purpose, and dimensions. (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation / Scenic, etc.)
8. Fencing and Walls –Include retaining walls, existing and proposed, with heights from grade inside the outside at all turning points and the center points of all straight sections.

## Sample Floor Plan



1. Include dimensions and size for purposes of uses for all existing and proposed spaces within floor plan (i.e. office, storage, break area etc.)
2. Include all equipment and furniture.
3. Indicate the height of all racking/shelving system.

## Sample Business Occupancy and Declaration Letter

To: The County of Orange

Date: (insert date)

Permit Number: (insert permit number assigned at time of application)

It is the intention of (inset tenant's name) to begin operation of a business located at: (insert business address). The business name is (insert business name). The business phone number is (insert business phone number). The business mailing address is (insert business mailing address).

### Part A. Business Information:

A description of the business is as follows: (specifically detail the business description including information such as the nature of the business and general category of business). The number of employees employed at this business is (insert number of employees). The hours of business operation are (insert hours of operation).

A description of the adjoining tenant spaces is as follows:

To the left of this business: (describe the business to the left of this business if applicable).

To the right of this business:

Above this business:

Below this business:

In front of this business:

Behind this business:

The quantity and flashpoint of hazardous or flammable materials stored or used is as follows (insert information regarding the quantity and flashpoint of hazardous or flammable materials stored or used as a part of this business). Additional pertinent information is as follows (insert any additional pertinent information not included elsewhere in this letter).

### Part B. Building Information:

The total square footage of floor area is (insert total square footage of floor area). The square footage breakdown is as follows: (insert total square footage for the following categories: office, retail, warehouse, other). This building (enter either IS or IS NOT) equipped with fire sprinklers.

(Tenant Signature and Printed Name)