



## REQUIREMENTS FOR PROSPECTIVE CANNABIS BUSINESS: STATEMENT OF INTENDED USE

*Special Occupancy Inspection Unit*

All prospective and existing cannabis businesses located in cities served by the Los Angeles County Fire Department must submit this Statement of Intended Use. The intent of this Statement of Intended Use is to enable the Fire Department to evaluate the activities and processes involved in a cannabis business in order to identify the applicable code requirements necessary to provide a reasonable degree of safety to life and protection of property. Please provide the following information, including a letter of intended use and site place, and sign this form:

### Section I – Business and Building Information

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Sqft \_\_\_\_\_

Name of person filing out this form: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

By signing below, I am declaring under penalty of perjury of the laws of the State of California that the information provided on this form is true and accurate.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature

## Section II – Business Operations Questionnaire

Mark all that apply

1. Will you have over 500 square feet of **High-Piled Combustible Storage**? (> 12' or > 6' for High-hazard Commodities) *Chapter 32 FC*
2. Will you be storing more than 2500 cubic feet of miscellaneous **Combustible Materials**? *Chapter 57 FC*
3. Will you store, transport on site, dispense, use, or handle **Hazardous Materials**? *Chapter 50 FC*
4. Will you store, handle, use, apply, or dispense **Flammable or Combustible Liquids**? *Chapter 57 FC*
5. Will you store, handle, or use **Compressed Gases including Liquefied Petroleum Gases**? *Chapter 53 FC*
6. Will you produce, store, handle, or transport onsite **Cryogenic Fluids**? *Chapter 55 FC*
7. Will you operate any **Industrial Baking Oven**? *Chapter 30 FC*
8. Will your processes require any **Deflagration Vented Rooms**? *Chapter 9 FC*
9. Will your processes require any **Hood systems**? *Chapter 6 FC*
10. Will you be conducting any **Plant Extraction**?
11. Will you be conducting any **CO<sub>2</sub> Enrichment** processes? *Chapter 50 FC*
12. Will you be storing or placing any flammable or combustible liquids in a **Refrigeration Unit**? *Chapter 6 FC*
13. Will you be required to have **Emergency Back-Up Power (generator)**? *Chapter 6 FC*
14. Will you be operating and maintaining **Detection Equipment** with sensors and alarms? (CO<sub>2</sub>-PEL 5,000ppm/LEL 25%) *Chapter 9 FC*
15. Is your building equipped with **Automatic Fire Sprinklers**? *Chapter 9 FC*
16. Is your building equipped with a **Manual or Automatic Fire Alarm System (FACP)**?   
\*If checked, Date of last test: \_\_\_\_\_ Annual Test Certification Required *Chapter 9 FC*
17. Is your building equipped with a **Standpipe System**? (fire hose or fire hose connections) *Chapter 5 FC*   
\*If checked, Date of last test: \_\_\_\_\_ Test Certification Required Every 5 Years
18. Maximum **Number of Employees** working at one time: \_\_\_\_\_
19. Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

### Section III – Letter of Intended Use

**SUBMIT A LETTER OF INTENDED USE:** Please provide details to any item(s) marked "apply" to your Business Plan Questionnaire in Part II and explain any planned alterations to the building. (**See attached example on page 7**).

Submit a signed letter containing the following information:

1. Your intended use for the property;
2. A detailed description of the materials you will be storing and using on the property;
3. Explain the method of storage (e.g., racks, pallets), storage dimensions, location and quantities of materials and chemicals, and how the materials will be used;
4. If your operations will include plant extraction processes, your letter must include a detailed, Site Specific Process and Hazard Analysis Technical Report prepared by a Registered Design Professional.

### Section IV – Site Plan and Floor Plan

**SUBMIT A SITE PLAN / FLOOR PLAN:** Please submit a detailed site plan (drawn to rough scale) showing the property size and location, building size and location within the property, both in square feet. Show all exit doors, fire extinguishers, special fire or life safety systems, utilities (gas, electricity, water), and any item(s) marked "apply" in Part II (**See attached reference sheet on pages 8-10 and map example on page 12**).

## Section V – Certified Unified Program Agency Permits

Answer each question below with either a Yes or No.

	Yes	No
<p>1. <b>HAZARDOUS MATERIALS:</b> Will your place of business have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? (e.g., Butane, Propane, CO<sub>2</sub>, etc.)</p> <p><i>NOTE: 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 to a person's health and safety or harmful to the environment if released into the work place or surrounding areas.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. <b>HAZARDOUS WASTE:</b> Will your facility generate Hazardous Waste?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. <b>ABOVEGROUND PETROLEUM STORAGE:</b> Will your facility own or operate aboveground tanks or containers with regulated storage greater than 1,320 gallons of petroleum products (new or used)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. <b>REGULATED SUBSTANCES:</b> Will your facility have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release Prevention Program (CalARP)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. <b>UNDERGROUND STORAGE TANK(S):</b> Will your facility own or operate underground storage tanks?</p>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to any of the questions in this section, you must submit all your facility information to the California Environmental Reporting System (CERS) to obtain the required CUPA Permits. CERS can be accessed at the following web site: <http://cers.calepa.ca.gov/>

If you have CERS related questions you may contact the Health Hazardous Materials Division (HHMD) CERS Helpline: (323) 890-4000.

TO OBTAIN APPROVAL FROM THE FIRE DEPARTMENT, YOU MUST BRING THE FOLLOWING ITEMS TO THE JURISDICTIONAL FIRE PREVENTION OFFICE

1. THE STATEMENT OF INTENDED USE FORM 30, COMPLETELY FILLED OUT
2. A SIGNED LETTER FROM THE BUSINESS OWNER OR AUTHORIZED AGENT (SEE PAGE 7)
3. A FLOOR PLAN / SITE PLAN OF THE BUILDING
4. THE BUSINESS EMERGENCY CONTACT INFORMATION, COMPLETELY FILLED OUT (PAGE 6)
5. A SITE SPECIFIC HAZARD ANALYSIS TECHNICAL REPORT (Required for all extraction processes)

**FIRE DEPARTMENT STAMP:**

**THE FOLLOWING PERMITS ARE REQUIRED:**

Draft

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PERMIT INFORMATION SHEETS WILL BE PROVIDED FOR REQUIRED PERMITS. (Permit Information Sheets are also available for viewing on our website. Go to [www.fire.lacounty.gov](http://www.fire.lacounty.gov), under Fire Prevention Division look for "Permit Requirements.")

## Section VI – Business Emergency Contact Information

### 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 Emps: \_\_\_\_\_

Senior Person: \_\_\_\_\_ Title: \_\_\_\_\_

Describe Property Use: \_\_\_\_\_

Hazardous Material(s): \_\_\_\_\_

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-Pile: \_\_\_\_\_ 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  
Letter)

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

September 1, 2017

Los Angeles County Fire Department:

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

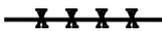
1. Operations conducted in the building are as follows:
  - a) Upholstery—manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
  - b) Plastic furniture—manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming 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. As we propose having extraction processes, attached is our Site Specific Process and Hazard Analysis Technical Report prepared by a Registered Design Professional.

Sincerely,  
John J. Jones President

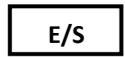
## Site Safety/CERS Mapping Instructions

1. Indicate the North direction in the upper left hand corner.
2. Show buildings and structures on the site map from an overhead perspective. Indicate all building exterior walls, entrances, and exits. Interior walls are required for large and/or complex facilities. Label and identify buildings, structures, floors, rooms, and other locations of significance.
3. Draw and label the streets, roads, driveways and nearby cross streets that provide access to the facility. Draw and label parking lots, internal roads, and loading docks.
4. Show adjacent property uses (e.g., school, park, industrial, residential, commercial, vacant).
5. Show all indoor and outdoor hazardous materials storage locations, loading and unloading areas.
6. Show storm drain inlets, catch basins, culverts, and drainage locations. Indicate sanitary sewer drain inlets (e.g., floor drains, clarifiers, sumps), except for toilet and sink drains. Indicate the location of monitoring wells.
7. Indicate the location of emergency response equipment and emergency medical resources. Show emergency exits, primary and alternate evacuation routes and staging areas.
8. Show the location of monitoring system control panels and emergency alarm annunciator panels.
9. Show Fire Department Connection to sprinkler system (FDC).
10. Show Fire Alarm Panel and Sprinkler Riser location (FAP/SPK)

**USE OF SITE MAP SYMBOLS** - Indicate all applicable site map symbols on the site map and include a symbol key. Although use of the following symbols is not mandatory, use site map symbols provided herein and/or elsewhere whenever possible.

- a) **North Arrow:** Use this symbol to indicate the direction to the north. 
- b) **Entrances/Exits:** Use this symbol for all entrances and exits of buildings and structures. 
- c) **Fences:** Use this symbol for fences (e.g., chain link, wood), block walls, or any other barriers that act as a fence. 
- d) **Sewer Drain:** Use this symbol to show sanitary sewer drain connections (e.g., floor drains, sumps, clarifiers), except for toilets and sinks. 
- e) **Storm Drain or Culvert:** Use this symbol to indicate the location of all storm drain inlets, catch basins, culverts, and drainage ditches. 
- f) **Fire Hydrants:** Use this symbol to identify all fire hydrants in the vicinity of your facility. 
- g) **Fire Department Connection (FDC):** Use this symbol to identify fire suppression sprinkler system connections. Do not include landscape sprinkler connections. 
- h) **Evacuation Routes:** Use arrows to identify the location of emergency evacuation routes. 

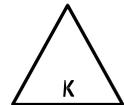
i) **Evacuation Staging Area:** Use this symbol to indicate the designated location onsite personnel will assemble if evacuation is necessary.



j) **Emergency Response Equipment:** Use this symbol for emergency response equipment, including but not limited to, spill control supplies, personal protective equipment, MSDS locations, and first aid supplies.



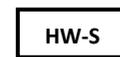
k) **Knox Box (F.D. Key Box):** Use this symbol to indicate the location of a Knox Box or fire department key box.



l) **Hazardous Materials Storage Locations:** Use this symbol to indicate the location of  
 a. Hazardous material storage locations.



m) **Hazardous Waste Storage Locations:** Use this symbol to indicate the location of  
 a. Hazardous waste storage locations.



n) **Underground Storage Tank and Capacity:** Use this symbol for underground storage tanks  
 a. and indicate the tank capacity and unit of measure within the symbol.



o) **Aboveground Storage Tank and Capacity:** Use the following symbols for aboveground storage tanks and indicate the tank capacity and unit of measure within the symbol.

p) Use this symbol for all plating and process tanks.



q) Use these symbols for all other aboveground storage tanks.



r) **Electric Main Shut-Off:** Use this symbol to indicate the electric main power shut off for  
 a. The facility, building, and/or structure.



s) **Gas Main Shut-Off:** Use this symbol to indicate the natural gas main shut off for the facility, building, and/or structure.



t) **Water Main Shut-Off:** Use this symbol to indicate the water main shut off for the facility, building, and/or structure.



u) **Annunciator Panel:** Use this symbol to indicate the location of the annunciator panel if one exists at the facility. An annunciator panel is an electrical signaling device that indicates the building location/source of an alarm condition.



v) **Sprinkler Riser Location:** Use this symbol to indicate the location of the fire sprinkler riser location, if one exists at the facility.



- w) **Stairwell – Range of Floors:** Use this symbol to indicate stairwells in the interior of a building or structure. Indicate the floor the stairwell begins and ends on. For basement access, use the abbreviation B and include the number of basement floors. For roof access, use the abbreviation R.



- x) **Elevator – Range of Floors:** Use this symbol to indicate the elevators in the interior of a building or structure. Indicate the floor the elevator begins and ends on. For basemen access, use the abbreviation B and include the number of basement floors. For roof access use the abbreviation R.





