



AGENCY APPROVAL PROCESSING FORM

CITY OF MONTEREY PARK

320 W. Newmark Avenue
Monterey Park, CA 91754

APPL. NO.:

Fire Fee: \$

Bldg Fee: \$

APPLICANT PLEASE COMPLETE THIS BOX ONLY

Building Address:		Suite or Unit:	Area Occupied (Sq. Ft.):
Building Owner/Manager:			Phone Number: () -
Building Owners Address:			Restaurant (Specify # of seats)
Business Name:	Business Description:		Phone Number: () -
Business Owner: (as it is to appear on Business License)			Vacant Since:
Previous Use:		Explosives, flammable liquids and health hazard materials? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, completed attached Fire Department form.	
Applicant: (print)		(sign)	(date)

DO NOT START YOUR BUSINESS OPERATION UNTIL YOU HAVE A BUSINESS LICENSE FOR THIS LOCATION

Planning:	Use Zone:	CUP:	Variance:	Use:
Proposed Business Is:	<input type="checkbox"/> a permissible use at this location. Please proceed with application. <input type="checkbox"/> not allowed unless a Conditional Use Permit (CUP) is first obtained. <input type="checkbox"/> not permissible at this location. Application cannot proceed further.			<input type="checkbox"/> Approved _____ Planner
Restrictions:				
Remarks:				CASHIER'S USE ONLY
Fire Dept:	<input type="checkbox"/> Inspection Required <input type="checkbox"/> Inspection Not Required <input type="checkbox"/> Inspection Scheduled Date: ___/___/___ <input type="checkbox"/> Approved _____ Date: ___/___/___			
Health Dept: (if applicable)	<input type="checkbox"/> Approval Received _____ Date: ___/___/___			
Building Division:	<input type="checkbox"/> Approved _____ Date: ___/___/___			
C of O on File: _____ <input type="checkbox"/> New Certificate of Occupancy Required				
<input type="checkbox"/> Inspection Required <input type="checkbox"/> Inspection Not Required <input type="checkbox"/> Inspection Scheduled Date: ___/___/___				
T.I. Permit No.: _____ Max. Occupant Load (for Dining Area or Assembly Area): _____ Design Floor Live Load: _____				
Type of Construction: _____ Occupancy Classification: _____ Type of Business: _____				

CITY OF MONTEREY PARK

Fire Prevention Division

320 West Newmark Avenue, Monterey Park, CA 91754
Tel. (626) 307-1308 • Fax (626) 307-2590

FY 2019-2020
FIRE INSPECTION

NEW

ATTENTION: BUSINESS OWNER

The Fire Department has conducted an inspection of your business to verify compliance with the Monterey Park Municipal Code. The fire safety inspection is an annual requirement necessary to ensure a safe working environment and is designed to address fire and life safety hazards commonly found in local businesses. (Resolution no. 11121)

****Note: Inspections will only be conducted Monday through Friday between 9:00am and 3:30pm****

To speed up the inspection process, please remember the following:

1. Your fire extinguisher (2A10BC) must have a current State Fire Marshal tag.
2. The business must be set-up (e.g. furniture, equipment, merchandise, etc.) as if ready to open and/or operate for business in order for a fire inspection to be conducted.

The amount due is based on the number of employees at your place of business. Please refer below to determine amount due.

0-3 employees \$67.84 <input type="checkbox"/>	4-6 employees \$101.82 <input type="checkbox"/>	7-10 employees \$136.06 <input type="checkbox"/>	11-20 employees \$169.92 <input type="checkbox"/>	21+ employees \$204.40 <input type="checkbox"/>
*IMPORTANT - Owner(s) are to be included in the count of employees				

BUSINESS NAME _____ PHONE # _____

BUSINESS ADDRESS _____ SUITE # _____

BUSINESS OWNER'S NAME _____

SIGNATURE _____

Inspection Date:

PLEASE CHECK WHICH APPLIES TO YOU

_____ CHECK

_____ CREDIT CARD

_____ CASH

FOR CASHIER'S USE ONLY
Account# 0010-6370