glendale california

City of Glendale
Community Development
Planning & Neighborhood Services

633 E. Broadway, Room 103
Glendale, CA 91206-4386
Tel 818.548.2140 Tel 818.548.2115
Fax 818.240.0392 ci.glendale.ca.us

April 30, 2014

Sonia D. Guevara
714 South Brand Boulevard
Glendale, CA. 91204

**RE: 714 SOUTH BRAND BOULEVARD**
**CONDITIONAL USE PERMIT NO. PCUP 1324505**

Dear Ms. Guevara:

On April 30, 2014 the Planning Hearing Officer conducted and closed a public hearing, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.42, on your application for a conditional use permit to allow the continued sales, service, and on-site consumption of beer and wine (Type 41) at an existing full service restaurant in the "CA" – Commercial Auto zone, located at **714 South Brand Boulevard,** described as Lots 7 and 8, Tract No. 2460 in the City of Glendale, County of Los Angeles.

APPLICANT'S PROPOSAL
Conditional Use Permit
1) To allow the sales, service and consumption of beer and wine, Type 41, at an existing full service restaurant.

CODE REQUIRES
Conditional Use Permit
1) Approval of a Conditional Use Permit is required for sales, service, and consumption of alcoholic beverages for full-service restaurants in the "CA" – Commercial Auto zone.

ENVIRONMENTAL RECOMMENDATION: The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption, pursuant to State CEQA Guidelines Section 15301.

## REQUIRED/MANDATED FINDINGS

After thorough consideration of the statements contained in the application, the plans submitted therewith, the report by the Community Development Department staff thereon, and the statements made at the public hearing with respect to this application, the Planning Hearing Officer has **GRANTED WITH CONDITIONS** your application based on the following:

**A. The proposed use will be consistent with the various elements and objectives of the general plan.**

The Land Use Element classifies the subject site as Commercial - Community Services. This land use classification recommends flexibility in the range and type of services and facilities that are provided to serve the community's shopping functions. The restaurant use is consistent with this land use classification and the continued serving of alcoholic beverages would be appropriate in conjunction with the restaurant use. Also, the Circulation Element identifies Brand Boulevard as a major arterial, which is appropriate to support the traffic generated by the variety of commercial retail and commercial service uses that exist in the area.

**B. That the use and its associated structures and facilities will not be detrimental to the public health or safety, the general welfare, or the environment.**

It is not anticipated that the continued sales and serving of beer and wine at this restaurant will have a detrimental effect on the community. The serving of alcoholic beverages has been established since 1970 by conditional use permit and has continued since. The present operation is proposed to continue without expansion. The Police Department has reviewed the application and has not stated any opposition to the continuation of the sales and serving of beer and wine.

**C. The use and facilities will not adversely affect or conflict with adjacent uses or impede the normal development of surrounding property.**

The restaurant has been serving alcoholic beverages since the early 1970s based on the conditional use permit history and the proposal is to continue the serving and consumption of alcoholic beverages at the existing restaurant. The proposal does not involve an expansion or other modifications which may intensify the use and conflict with the surrounding uses and properties. The use is located in a heavily-urbanized area and contributes to the mix of commercial retail and commercial service uses as well as to the multi-family residential uses to the east of the site and in the nearby downtown specific plan area. Off-street parking is available on the site and has been adequate for the use. In addition, the Planning Division has not received any formal complaints from the nearby commercial and residential properties. The conditions attached herein are expected to be sufficient to assure that the operation of the facility will continue without negative impacts on the area.

**D. Adequate public and private facilities such as utilities, landscaping, parking spaces and traffic circulation measures are provided for the proposed use.**

The applicant is proposing to operate the restaurant in the existing manner and the subject application is to continue the serving and consumption of alcoholic beverages. No intensification of the use is proposed and the existing five on-site parking spaces should remain adequate. Therefore, the need for increased public or private facilities is not anticipated.

**Furthermore, this request requires that additional findings of fact be made, as follows:**

**For applications involving the sale, serving or consumption of alcoholic beverages, the following criteria shall be considered in making the findings in subsection A. through D. above:**

1. **That such use will not tend to intensify or otherwise contribute to the adverse impacts on the surrounding area caused by over concentration.**

   The restaurant is located in Census Tract No. 3025.04 with a maximum recommendation of three on-site sale establishments. The existing restaurant is the only establishment serving alcoholic beverages in this census tract and the subject application to continue the serving and consumption of alcoholic beverages will not increase the concentration of on-site uses in the census tract.

2. **That such use will not tend to encourage or intensify crime within the district.**

   According to the Police Department, Part I crime statistics for Census Tract No. 3025.04, where the restaurant is located, indicate 31 crimes in 2012, which correspond to a crime rate 48% below the city's average crime rate. The Police Department also reported one call for police service in 2013 related to a parking complaint, unrelated to the serving and consumption of alcoholic beverages. Therefore, the proposal to continue the serving and consumption of alcoholic beverages at the existing restaurant is not expected to encourage or intensify crime within this census tract.

3. **That the existing or proposed use does not or will not adversely impact any church, public or private school or college, day care facility, public park, library, hospital or residential use within the surrounding area.**

   The serving and consumption of alcoholic beverages at the restaurant has been conducted since at least the early 1970s and has not been detrimental to the

nearby uses, which include multi-family residential uses to the east and to the west across Brand Boulevard. The proposal is to continue the serving and consumption of alcoholic beverages at the existing restaurant and does not involve an expansion or modification of the use. Accordingly, adverse impacts on nearby public and private facilities and residential uses are not expected to occur.

4. **That adequate parking and loading facilities are or will be provided for the existing or proposed use or other reasonable alternatives satisfy the transportation and parking needs of the existing or proposed use.**

   Five on-site parking spaces have provided parking for the restaurant and no negative comments have been provided by the City's Engineering Division, the Neighborhood Services Division or the Police Department regarding parking or traffic. Accordingly, the existing facilities appear to be adequate to accommodate the continued operation of the restaurant with the serving and consumption of alcoholic beverages as proposed.

5. **That, notwithstanding consideration of the criteria in subsections 1 through 4 above, the continued sales, service and on-site consumption of beer, wine and distilled spirits does serve a public convenience for the area. Compatibility of land uses is important to fostering a productive and thriving community.**

   The complementary service of beer and wine at a full-service restaurant will serve a public convenience because it serves local residents and businesses with a unique menu. Conditions placed on the approval of the project will ensure that it will not adversely impact nearby businesses and residential uses.

## SUMMARY OF PLANNING HEARING OFFICER'S DECISION

The Planning Hearing Officer was able to make all four required findings in favor of the application and was able to justify approval of the case based on the criteria required for alcohol-related cases in Sub-Section 30.42.030(F), Glendale Municipal Code. The subject full service restaurant has existed in this location for 44 years, since 1970. Offering alcoholic beverages will not require any new city services, will not harm public safety and welfare, and is not in conflict with existing or anticipated surrounding land uses. Traffic circulation measures are not anticipated to be impacted as a result of allowing alcoholic beverages at the existing golf course clubhouse. The conditions attached to the approval will control the use in a manner necessary to allow the use to properly fit into the specific location.

## CONDITIONS OF APPROVAL

**APPROVAL** of this Conditional Use Permit shall be subject to the following conditions:

1. That the development shall be in substantial accord with the plans submitted with the application and presented at the hearing except for any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Hearing Officer.

2. That all necessary licenses, permits as required, or approvals from Federal, State, County or City authorities including the City Clerk shall be obtained and kept current at all times.

3. That sufficient measures shall be enforced to effectively eliminate interior and exterior loitering, parking congestion, disturbing noise, disturbing light, loud conversation and criminal activities.

4. That the service of alcoholic beverages for on-site consumption shall be in full accord with the regulations and conditions established by the State Department of Alcoholic Beverage Control.

5. That no speaker systems shall be installed outside the building.

6. That the premises shall maintain a bona fide restaurant and shall provide a menu containing an assortment of foods normally offered in such restaurant. Food service shall be available at all times and in all areas of the premises during normal operating hours.

7. That noise shall be contained to the site, such that persons of normal sensitivity off-site are not disturbed.

8. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash and graffiti.

9. That any expansion or modification of the facility or use which intensifies the existing Conditional Use Permit shall require a new Conditional Use Permit application or other appropriate application in effect at such time. Expansion shall constitute adding floor area, increased hours of operation, changes to the use or operation, or any physical change as determined by the Planning Hearing Officer with concurrence by the Community Development Director.

10. That all music, lighting, noise, and odors shall be confined to the occupancy so as not to disturb occupants of other businesses or properties and patrons on the public right-of-way. No music is allowed in the outdoor seating areas.

11. That the existing restaurant adhere to the City's Fresh Air Ordinance, Title 15, Chapter 8.52 of the Glendale Municipal Code.

12. That adequate means shall be provided for the collection of solid waste generated at the site and that all recyclable items shall be collected and properly disposed of to the satisfaction of the Integrated Waste Administrator of the City of Glendale. No trash containers shall be stored in any parking, driveway, or landscaping area.

13. That no exterior signs advertising the service of alcoholic beverages shall be permitted.

14. That the proprietor and his/her employees shall make an active and conscientious effort to keep customers and employees from trespassing on other nearby properties or otherwise making disturbances in the area.

15. That at all times when the premises are open for business, the service of alcoholic beverages shall be made only in the areas as designated with the ABC license.

16. That no patron of the business establishment will be allowed to bring into any establishment or maintain in the establishments, any alcoholic beverage unless that alcoholic beverage was purchased within that same establishment, unless the facility has an established corkage policy allowing and regulating such.

17. The sale of beer and wine for consumption off the premises is strictly prohibited.

18. That the front and back doors of the establishment shall be kept closed at all times while the location is open for business, except in case of emergency.

19. That the sales, service, or consumption of alcoholic beverages shall be permitted only between the hours of 10:00 am to 2:00 am each day of the week.

20. That the restaurant shall remain open to the public during business hours, in accordance with Title 30 of the Glendale Municipal Code.

21. That there shall be no video machines maintained on the premises.

22. That the premises shall be operated in full accord with applicable State, County, and local laws.

23. That no separate bar area shall be maintained on the premises.

24. That parking areas shall be kept adequately illuminated for security purposes during all hours of darkness.

25. That live entertainment is permitted with the exception that no karaoke, no bikini activities or events, no lingerie activities or events, no swimwear activities or events, nor any similar activities or events be allowed where partial clothing of male or female entertainment is provided. A Live Entertainment permit must be obtained in accordance with G.M.C 5.60.

26. That the applicant will provide all current and future employees with training designated to help them recognize intoxicated or underage patrons.

27. That access to the premises shall be made available to all City of Glendale Community Development Department, Neighborhood Services Division, Police Department, and Fire Department staff upon request for the purpose of verifying compliance with all laws and the conditions of this approval.

28. That a new Business Registration Certificate (BRC) be obtained to reflect this conditional use permit.

29. All conditions from the Fire Department as attached in the Departmental Comments (Attachment 3) shall be implemented.

30. That the authorization granted herein shall be valid for a period of ten years until **April 30, 2024** at which time, a reapplication must be made.

## APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION

The applicant's attention is called to the fact that this grant is not a permit or license and that any permits and licenses required by law must be obtained from the proper City and public agency.

Under the provisions of the Glendale Municipal Code, Title 30, Chapter 30.62, any person affected by the above decision has the right to appeal said decision to the Planning Commission if it is believed that the decision is in error or that procedural errors have occurred, or if there is substantial new evidence which could not have been reasonably presented. It is strongly advised that appeals be filed early during the appeal period and in person so that imperfections/incompleteness may be corrected before the appeal period expires. Any appeal must be filed on the prescribed forms within fifteen (15) days following the actual date of the decision. Information regarding appeals and appeal forms will be provided by the Permit Services Center (PSC) or the Community Development Department (CDD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **MAY 15, 2014** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm.

## APPEAL FORMS available on-line: http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

## TRANSFERABILITY

This authorization runs with the land or the use for which it was intended for and approved. In the event the property is to be leased, rented or occupied by any person or corporation other than yourself, it is incumbent that you advise them regarding the conditions and/or limitations of this grant.

## VIOLATIONS OF THESE CONDITIONS

Violations of conditions required by this determination may constitute a misdemeanor or infraction under section 1.20.010 of the Glendale Municipal Code (GMC) and/or a violation of other local, State or Federal laws or regulations. Unless a specific penalty is provided, any person convicted of a misdemeanor shall be punished by a fine not to exceed one thousand dollars ($1,000.00), or imprisonment for a term not to exceed six (6) months, or by both fine and imprisonment. Infractions are punishable by a fine not exceeding the sum of five hundred dollars ($500.00) for each violation.

Violations of conditions required by this determination may be grounds for a revocation.

## REVOCATION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over parking reduction permits (individual cases heard and decided upon by the Hearing Officer). To consider the revocation, the Hearing Officer shall hold a public hearing after giving notice by the same procedure as for consideration of a variance at least 10 days notice by mail to the applicant or permittee.

**GMC CHAPTER 30.41 PROVIDES FOR**
**TERMINATION:** Every right or privilege authorized by a conditional use permit shall terminate two (2) years after the granting of such, unless the exercise of such right or privilege has commenced in good faith prior to such time, except as otherwise provided for.

**EXTENSION:** An extension of the conditional use permit may be requested one time and extended for up to a maximum of one (1) additional year upon receipt of a written request from the applicant and demonstration that a reasonable effort to act on such right and privilege has commenced within the two (2) years of the approval date. In granting such extension the applicable review authority shall make a written finding that neighborhood conditions have not substantially changed since the granting of the conditional use permit.

**NOTICE – subsequent contacts with this office**

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner who acted on this case. This would include clarification and verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **by appointment only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

Sincerely,

Bradley M. Collin
Planning Hearing Officer

BC:sm

CC: City Clerk (K.Cruz); Police Dept. (S.Bickle/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(D.Nickles); City Engineer and Traffic & Transportation Section (Roubik Golanian/G.Tom); Director of Public Works and General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (R.Takidin); Glendale Water & Power--Electric Section (M.Kelley/M.Jackson); Parks, Recreation and Community Services Dept. (E.Tatevosian); Neighborhood Services Division (A.Jimenez); Integrated Waste Management Admin. (D.Hartwell); Maintenance Services Section Admin. (D.Hardgrove); Street and Field Services Admin.; Environmental Management (M.Oillataguerra); and case planner Chris Baghdikian.

# CITY OF GLENDALE
## INTERDEPARTMENTAL COMMUNICATION
## Community Development Department
## Request for Comments Form (RFC)

**DATE:** 12/5/2013 **DUE DATE:** 12/20/2013
(PLEASE submit your response by above DATE)

**TO:**

**FROM:** **Chris Baghdikian**, Case Planner **Tel. #** 818/ 937-8182

**PROJECT ADDRESS:** **714 S. Brand Bl.**

Applicant: **Sonia D. Guevara**

Property Owner: **Ernest Agakjann**

**PROJECT DESCRIPTION:** Renewal of expired alcoholic beverage sales and consumption (beer and wine) at restaurant.

## PLEASE CHECK:

| | | | |
|---|---|---|---|
| | **A. CITY ATTORNEY** | | **G. INFORMATION SERVICES (Wireless Telecom)** |
| | **B. COMMUNITY DEVELOPMENT:** | | **H. PUBLIC WORKS (ADMINISTRATION):** |
| x | • (1) Building & Safety | x | • (1) Engineering |
| x | • (2) Economic Development | x | • (2) Environmental Management |
| | • (3) Housing | | • (3) Facilities (city projects only) |
| x | • (4) Neighborhood Services | x | • (4) Integrated Waste |
| | • (5) Planning & Urban Design EIF/Historic District | | • (5) Maintenance Services/Urban Forester |
| | • | x | • (6) Traffic & Transportation |
| | **D. COMMUNITY SERVICES/PARKS:** | x | **J. GLENDALE POLICE** |
| FROM x | **E. FIRE ENGINEERING (PSC)** | | **K. OTHER:** |
| | **F. GLENDALE WATER & POWER:** | x | • (1) STATE-Alcohol Beverage Control (ABC) |
| x | • (1) Water | | • (2) CO Health dept. |
| x | • (2) Electric | | • (3) City Clerk's Office |

## ENTITLEMENT(S) REQUESTED

| | | | |
|---|---|---|---|
| Variance Case No.: | | Tentative Tract/Parcel Map No.: | |
| CUP Case No.: | PCUP 1324505 | Zone Change/GPA: | |
| DRB Case No.: | | Other | |

**INTER-DEPARTMENTAL COMMUNICATION**
**PROJECT CONDITIONS AND COMMENTS**

**Project Address:** 714 S Brand Bl. **Project Case No.:** PCUP 1324505

***NOTE:*** *Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.*

**COMMENTS:**

☐ **This office DOES NOT have any comment.**

☒ **This office HAS the following comments/conditions.** ☐ (See attached Dept. Master List)

**Date:** 12.19.13

**Print Name:** D. NICKLES
**Title:** FPC **Dept.** FIRE **Tel.:** x3207

**a. ADDITIONAL COMMENTS:**

☒ 1. PROVIDE VERIFICATION TO THE FIRE DEPARTMENT THAT ALL CODE VIOLATIONS LISTED ON THE INSPECTION REPORT DATED OCTOBER 4, 2012 HAVE BEEN CORRECTED (SEE ATTACHED REPORT).

**b. CASE SPECIFIC CODE REQUIREMENTS:** (these are not standard code requirements)

☐ 1.

**c. SUGGESTED CONDITIONS:** (may or may not be adopted by the Hearing Officer)

☐ 1.

# Glendale CA Fire Department

# Fire & Life Safety Inspection Report

"We Help People"

Printed: December 19, 2013
Last Inspection: October 4, 2012
Business Name: MAMITA RESTAURANT
Address: 714 S BRAND BLVD; GLENDALE CA 91204
Business Phone: 8182435121 Owner's Phone: 8182424148 Cell Phone:

Inspection Co.: TEMP
Occupancy Class:

Bus Owner/ Prop Mgmnt: CHINEN & ALMIEDA
Owner Address: 1132 VERDUGO RD.
City/State/Zip: GLENDALE, CA 91206

☐ **AT THE CONCLUSION OF TODAY'S INSPECTION, REASONABLE FIRE SAFETY EXISTS.**

**You are hereby notified to correct the condition(s) listed below. Failure to comply with this notice may result in legal action. A reinspection will be made on or about _____.** *Inspected By: Artin Yaghoubian*

_____ _____
*(Signature of Recipient)* *(Date)*

## TEST AND CERTIFICATION

*Provide documentation for the test and certification for items marked 1-9. SEE BELOW for qualification standards. A licensed contractor shall repair deficiencies within 30 days. You may confirm which deficiencies require repair with the fire inspector.* ***§901.6***

___ 1. Fire protection and life safety equipment shall be tested within the required interval and a certification shall be submitted to the Glendale Fire Department.
___ 2. FIRE: Five Year- Automatic Fire Sprinkler System / Standpipe (Class I, II, III) / Fire Pump
___ 3. FIRE: Annual- Automatic Fire Sprinkler System / Standpipe (Class I, II, III) / Fire Pump
___ 4. FIRE: Semi-Annual- Hood System / Engineered Fixed Extinguishing System (Halon, Argonite, Inergen, etc.)
___ 5. FIRE: Annual- Fire Alarm System (Automatic and/or Manual)
___ 6. FIRE: Annual- All Exit Signs and/or Emergency Lighting **See below for mail-back instructions.*
___ 7. FIRE: Annual- Fire Extinguishers. **See below for mail-back instructions.*
___ 8. FIRE: Annual- All Single-Station Hardwired Smoke Detectors. Battery back-up if applicable.
___ 9. FIRE: Annual- Fire Escape
___ 10. FIRE: Annual- Fire Rated Doors and Shutters

## GENERAL

___ 11. FIRE: Post the phone number and person responsible for the property at the main entrance or specified location. **25 CA ADC §42** **See comments below.*
___ 12. FIRE: Remove the accumulation of combustible storage, waste, or material in the building, structure, or premises. **§ 304.1**
___ 13. FIRE: Provide address numbers that are plainly visible and legible from the street, alley, and/or walkway (day and night). **§ 505.1** **See below for address.*
___ 14. FIRE: Provide key box and/or keys (label each key) for fire department access. A key box must be purchased through Permit Services. **§ 506.1** **See below for address.*
___ 15. FIRE: Apply for a Zoning Use Certificate (ZUC) at the City of Glendale, Permit Services Department, 633 E. Broadway Rm 101. **GMC 30.46.020** **See comments below.*
___ 16. FIRE: Repair all damage in fire rated walls, floors, and/or ceilings. Proper building material and fire rating shall be maintained. **§ 703**
___ 17. FIRE: Discontinue any activity involving open flame, burning, smoking, barbecuing/cooking, or any similar activity regardless of purpose or function. **§ 301.3**
___ 18. FIRE: Obtain proper building and fire permits for all work conducted on the premises. Immediately stop all work. Apply for a permit from the City of Glendale Permit Services Department, 633 E. Broadway Rm 101. **§ 105**

## EXITING

X 19. FIRE: Remove all obstructions at exit doors, aisles, corridors, stairways, and all other portions within the means of egress. **§ 1030**
___ 20. FIRE: Exit doors/fire rated assemblies shall be maintained operational at all times. Rated doors shall not be blocked open. **§ 703**
X 21. FIRE: Exit doors shall be openable from inside without key or special knowledge or effort. Remove unapproved hardware. **§ 1008.1.9** **See comments below.*
X 22. FIRE: Provide proper exit signage as directed. Signs shall be properly illuminated with back-up power. **§ 1011**

## FIRE PROTECTION EQUIPMENT

___ 23. FIRE: Fire extinguishers shall be easily accessible and immediately available for use. **§ 906.5**
___ 24. FIRE: Maintain 24 inch (non-sprinklered) / 18 inch (sprinklered) clearance between the ceiling and storage in a building. **§ 315.2.1** **See below for address.*
___ 25. FIRE: Trash containers shall not be within 5 feet of any portion of a structure unless protected by a fire sprinkler. Addition of a fire sprinkler shall be completed under fire permit. **§ 304.3.3** **NOTE: A service charge will be assessed as a result of the third false alarm (plus each false alarm thereafter) within any 12 month period. §104.12*



Code citations are from the 2011 Glendale Building & Safety Code, Volume VI, Ordinance 5714

___ 26. FIRE: All fire protection and fire alarm systems shall be maintained in an operative condition at all times. Replace or repair where defective (supervisory, trouble, malfunction, etc.) by qualified personnel only. Any alterations to the system shall be completed under permit. **§ 901.6**

___ 27. FIRE: Fire alarm system shall be placed on "TEST" and an active fire watch shall be conducted by the owner or representative until the system is fixed, tested, and certified **§ 901.6** **See comments below.*

**ELECTRICAL**

___ 28. FIRE: Abate all electrical hazards. **§ 605.1**

___ 29. FIRE: Eliminate extension/flexible cords used as a substitute for permanent wiring. Obtain permit to install permanent wiring. **§ 605.5**

___ 30. FIRE: Provide a minimum of 30 inches width, 36 inches depth, and 78 inches height of clearance around electrical panels. **§ 605.3**

### *Additional Violation / Comments*

Sign *occupancy sign*

**REQUIRED CERTIFICATION INTERVALS AND QUALIFICATION STANDARDS**

- **Performed by a State Licensed Fire Protection Contractor (C-16) or licensed by State Fire Marshal**
  1. Five Year- Automatic Fire Sprinkler System / Standpipe (Class I, II, III) / Fire Pump
  2. Annual- Automatic Fire Sprinkler System / Standpipe (Class I, II, III) / Fire Pump
  3. Semi-Annual- Hood System/Engineered Fixed Extinguishing system (Halon, Argonite, Inergen, etc).
- **Performed by a State Licensed Electrical Contractor (C-10)**
  4. Annual- Fire Alarm System (Automatic/Manual). Only the **UL** authorized certificate holder responsible for the building can test, certify, and perform any work on the system. **Applies only to systems installed after 1989.*
  5. Annual- All Exit Signs and/or Emergency Lighting
- **Performed by a State Licensed Electrical Contractor (C-10) if the property has over 25 units. If the property has 25 units or less a qualified owner may perform the test.**
  6. Annual- All Single-Station Hardwired Smoke Detectors. Battery back-up if applicable.
- **Performed by any person(s) licensed by the State Fire Marshal**
  7. Annual- Fire Extinguishers
- **Performed by a State Licensed General Contractor (A or B)**
  8. Annual- Fire escape
- **Maybe performed by Owner or State Licensed General Contractor (A or B)**
  9. Annual- Fire Rated Doors and Shutters

**Note: Glendale does not recognize "LAFD Regulation 4" testers.*

**FIRE EXTINGUISHER AND SMOKE DETECTOR CERTIFICATION MAIL BACK**

*This portion shall be filled out for fire extinguisher and/or smoke detector certifications. A copy shall be mailed back to the **correct** fire station with ALL SPACES properly filled out. *See below for fire station address*

1. I hereby certify that all fire extinguishers on the property have been serviced per code.
   - Servicing Firm:_____
   - Servicing Rep:_____
   - State License Number:_____
   - Phone Number:_____

   ***Note**: Invoice/receipt can be mailed as proof of certification instead of providing above information.

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2. I hereby certify that the property has 25 units or less. All smoke detectors (in every unit) were tested, are in the proper locations, and work properly per code. ***Note**: If the property has more than 25 units, the test and certification *must be completed by a C-10 electrical contractor*. The certification must be documented on a separate sheet by the electrical contractor.
   - Owner Name:_____
   - Owner Signature:_____
   - Owner phone number:_____

**FIRE DEPARTMENT ADDRESSES**

| | | | |
|---|---|---|---|
| ▫ | Fire Station : | | |
| ▫ | Permit Services: | 633 E. Broadway (Suite 101) Glendale, CA 91206 | 818 548-3200 |
| ▫ | Fire Prevention Bureau: | 780 Flower Street, Glendale, CA 91201 | 818 548-4810 |