



PARTIAL OCCUPANCY (CHECKLIST & PROCEDURES)

The following items are required to be completed prior to partial occupancy:

1. ____ **The FCS Building and Contact Occupancy Information** and utilities shut off form (blue form) must be completely filled out and submitted.
2. ____ **The Fire Department Access** shall be completed per the approved plans and RCFPD Standards. This includes AC paving and identification of fire lanes.
3. ____ **The Underground Fire Line** must be completely installed tested and final acceptance granted. FDC's, PIV's and back flow devices must be painted red, and hydrants must be painted yellow. Signage and bollards must be installed in accordance to RCFPD Standards.
4. ____ **The Overhead Fire Sprinkler System** shall be installed tested and final acceptance granted.
5. ____ **The Fire Alarm** (sprinkler monitoring, smoke detection, or evacuation systems) required shall have plan check approval, installed completely (including phone lines) and ready for testing.
6. ____ All the **Required Exits** shall be completed and lead to a public right of way. This includes any concrete flat work and AC paving that would lead exit systems to a public right of way.
7. ____ All the **Interior Illumination** including the **Emergency Lighting** and the **Exit Signs** shall be installed. The lighting system must be ready for testing.
8. ____ All **Fire Extinguishers** shall be installed at all exit openings. The manufacturer's date must be current or the unit must be tagged. The type and size of the extinguishers must be per RCFPD Standards.
9. ____ The **Fire Protection System** required for any specific hazard shall have plan check approval, installed and ready for testing.
10. ____ All **Hazardous Materials** shall have plan check approval and permits issued; the building shall identify the materials to be used or stored in accordance to NFPA 704.
11. ____ The **Knox Box(es)**, switch(es) or padlock(s) shall either be installed or ordered.
12. ____ The **Building Address** must be installed or, a temporary, substantial address placard must be placed on the building. The address numbers must have lighting installed to provide automatic illumination.



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13. ___ A complete **Site Plan** drawn on 8½ "x 11" paper indentifying the location of the following items must be submitted.
 - a. The building floor plan and location of the address numbers.
 - b. Access points/gates, adjacent roadways, and fire lanes.
 - c. Location of on-site and off-site fire hydrants, PIV's, risers, FDC's.
 - d. Knox Box location
 - e. Fire Alarm control panel and key pad
 - f. Utilities shut of locations (gas, electric, and water)
 - g. Other Fire Suppression Systems, hazardous material use and storage.
14. ___ All the required uniform **Fire Code Permits** shall have been issued and the necessary plans approved, (i.e. high pile storage, LPG, combustibile liquids, assembly use, welding, etc.)
15. ___ Provide a **Letter of Intent** from the owner and/or tenant on company letterhead, signed by an authorized company officer or the owner requesting partial occupancy. Include a detail analysis of the purpose for a temporary partial/conditional release, and note that the building or suite will not be occupied or used for storing merchandise. (See attached sample letter)
16. ___ If a power release is also needed please reference the FCS policy for **Temporary Power**.
17. ___ When "**As-Built**" **Plans** are required, the plans must be submitted and approved prior to any release.
18. ___ All construction work conducted at the time of power release must have the **Required Building Permit**.
19. ___ Fire Construction Services (FCS) field personnel shall discuss any items not completed with the FCS supervisor.

Should you require additional information or technical assistance, please contact **Fire Construction Services at (909) 477-2713**



City of Rancho Cucamonga
BUILDING AND SAFETY SERVICES DEPARTMENT
FIRE CONSTRUCTION SERVICES
10500 Civic Center Dr. | Rancho Cucamonga, CA. 91730
T: (909) 477-2710 | (F) (909) 477-2711 | www.CityofRC.us



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C o m p a n y L e t t e r H e a d

Date

Fire Construction Services
Building and Safety Division
10500 Civic Center Dr
Rancho Cucamonga, CA 91730

RE: Project Name
 Building #
 Building Address

We request the release of partial occupancy in accordance to our attached plan.

We will not merchandise and/or occupy the building only in the portions of the building where partial occupancy is granted. We understand that if Fire Construction Services (FCS) deems us in violation of this agreement, Southern California Edison Company will be ordered to disconnect power without notice or due process and we will be required to vacate the premises.

Your cooperation in allowing us to test our equipment is appreciated.

Sincerely,

Company Name

Authorized Company Officer Signature

Name of Officer

Position of Officer

XXX/xxx

***Cc:General Contractor
Developer***