

# City of Riverside

## Building & Safety Division

Phone: (951) 826-5697 - Fax: (951) 826-5622

[www.riversideca.gov](http://www.riversideca.gov)



### ❖ WHEN DO "NEW TENANTS" NEED A PERMIT? ❖

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUSINESS NAME OF NEW TENANT: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

OCCUPANCY CLASSIFICATION: (see pages 2 & 3) \_\_\_\_\_

PRIOR TENANT NAME: \_\_\_\_\_  
(If known)

PRIOR TENANT DESCRIPTION OF BUSINESS: \_\_\_\_\_  
(If known)

PRIOR TENANT OCCUPANCY CLASSIFICATION: \_\_\_\_\_  
(Use 2nd & 3rd pages to determine if Occupancy Group is being changed from prior use to proposed use)

- ALTERATIONS, SEE ATTACHED PLANS  
(Change of Occupancy Group may require plans to be prepared by an Architect or Engineer)
- NO CHANGES TO BUILDING, PLUMBING, MECHANICAL, ELECTRICAL ARE  
PREPOSED

#### STAFF USE ONLY:

- |                                             |                                                |
|---------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> C. U. P. REQUIRED  | <input type="checkbox"/> BLDG. PERMIT REQUIRED |
| <input type="checkbox"/> DESIGN REVIEW REQ. | <input type="checkbox"/> BLDG. PERMIT NOT REQ. |
| <input type="checkbox"/> PLANS REQUIRED     | <input type="checkbox"/> PLANS REQUIRED        |
| <input type="checkbox"/> PLANS NOT REQUIRED | <input type="checkbox"/> PLANS NOT REQUIRED    |
| <input type="checkbox"/> NO REQUIREMENTS    | <input type="checkbox"/> ENGINEERING REQUIRED  |
|                                             | <input type="checkbox"/> NO REQUIREMENTS       |

STAFF INITIALS: \_\_\_\_\_

## ❖ OCCUPANCY CLASSIFICATIONS ❖

GROUP & DIVISION	DESCRIPTION OF OCCUPANCY <sup>1</sup>
<b>A-1</b>	Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion picture including, but not limited to: motion picture theaters, symphony and concert halls, television and radio studios admitting an audience and theaters
<b>A-2</b>	Assembly uses intended for food and/or drink consumption including, but not limited to: banquet halls, night clubs, restaurants, taverns and bars.
<b>A-3</b>	Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to: amusement arcades, art galleries, bowling alleys, places of religious worship, community halls, dance halls (not including food or drink consumption), exhibition halls, funeral parlors, gymnasiums (without spectator seating), indoor swimming pools (without spectator seating), indoor tennis courts (without spectator seating), lecture halls, libraries, museums, waiting areas in transportation terminals, pool and billiard parlors.
<b>A-4</b>	Assembly uses intended for viewing of indoor sporting events and activities with spectator seating including, but not limited to: arenas, skating rinks, swimming pools and tennis courts.
<b>A-5</b>	Assembly uses intended for participation in or viewing outdoor activities including, but not limited to: amusement park structures, bleachers, grandstands and stadiums.
<b>B</b>	Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. A building or tenant space used for assembly purposes with an occupant load of less than 50 persons shall be classified as a Group B occupancy..
<b>E</b>	Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by more than six persons at any one time for educational purposes through the 12th grade. Religious educational rooms and religious auditoriums, which are accessory to places of religious worship in accordance with Section 508.3.1 and have occupant loads of less than 100, shall be classified as A-3 occupancies. The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than six children older than 2½ years of age, shall be classified as a Group E occupancy.
<b>F-1</b>	Moderate-hazard factory and industrial occupancies include factory and industrial uses not classified as Group F, Division 2 Occupancies.
<b>F-2</b>	Low-hazard factory and industrial occupancies include facilities producing noncombustible or non-explosive materials that during finishing, packing or processing do not involve a significant fire hazard.
<b>H-1</b>	Occupancies with a quantity of material in the building in excess of those listed in Table 307.1(1) that present a high explosion hazard.
<b>H-2</b>	Buildings and structures containing materials that poses a deflagration hazard (moderate explosion hazard) or a hazard from accelerated burning.
<b>H-3</b>	Occupancies with a quantity of material in the building in excess of those listed in Table 307.1(1) that present a high fire or physical hazard.
<b>H-4</b>	Buildings and structures which contain materials that are health hazards shall be classified as Group H-4. Such materials shall include, but not be limited to, the following: corrosives, highly toxic materials and toxic materials.
<b>H-5</b>	Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials (HPM) are used and the aggregate quantity of materials is in excess of those listed in Tables 307.1(1) and 307.1(2).
<b>I-1</b>	This occupancy shall include buildings, structures or parts thereof housing clients, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services.
<b>I-2</b>	This occupancy shall include buildings and structures used for medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis for more than six persons who are classified as non-ambulatory or bedridden. This group shall include, but not be limited to, the following: hospitals, nursing homes (both intermediate care facilities and skilled nursing facilities), mental hospitals and detoxification facilities. A child care facility that provides care on a 24-hour basis to more than six children 2½ years of age or less shall be classified as Group I-2.
<b>I-2.1</b>	A healthcare facility that receives persons for outpatient medical care that may render the patient incapable of unassisted self-preservation and where each tenant space accommodates more than five such patients.
<b>I-3</b>	This occupancy shall include buildings or portions of buildings and structures that are inhabited by one or more persons who are under restraint. An I-3 facility is occupied by persons who are restrained. This group shall include, but not be limited to, the following: prisons, jails, reformatories, detention centers and correctional centers.
<b>1-4</b>	This group shall include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoption and in a place other than the home of the person cared for. A facility such as the above with six or fewer persons shall be classified as a Group R-3. Places of worship during religious functions are not included. Adult care facility: a facility that provides accommodations for less than 24 hours for more than six unrelated adults and

	provides supervision and personal care services shall be classified as Group I-4. Child care facility: a facility that provides supervision and personal care on less than a 24-hour basis for more than six children 2½ years of age or less shall be classified as Group I-4.
<b>M</b>	A building or structure, or a portion thereof, for the display and sale of merchandise, and involving stocks of goods, wares or merchandise, incidental to such purposes and accessible to the public.
<b>R-1</b>	Residential occupancies containing sleeping units where the occupants are primarily transient in nature, including: boarding houses (transient), hotels (transient), and motels (transient).
<b>R-2</b>	Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including: apartment houses, boarding houses (not transient), hotels and motels (non-transient).
<b>R-3</b>	Dwellings, buildings other than townhouses that do not contain more than two dwelling units, townhouses not more than three stories above grade in height with a separate means of egress and congregate living facilities with 16 or fewer persons.. Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-3.1, R-4 or I.
<b>R-3.1</b>	This occupancy group may include facilities licensed by a governmental agency for a residentially based 24-hour care facility providing accommodations for six or fewer clients of any age. Clients may be classified as ambulatory, non-ambulatory or bedridden.
<b>R-4</b>	Residential occupancies shall include buildings arranged for occupancy as residential care/assisted living facilities including more than six ambulatory clients, excluding staff.
<b>S-1</b>	Moderate hazard storage occupancies including buildings or portions of buildings used for storage of combustible materials not classified as Group S, Division 2 or Group H Occupancies.
<b>S-2</b>	Low-hazard storage occupancies including buildings or portions of buildings used for storage of noncombustible materials. Includes, among others, buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness divisions; or in paper wrappings.
<b>U</b>	Private garages, carports, sheds and agricultural buildings.

1. For examples of uses that are classified in the B, F1, F2, M, R2, R3, S1, S2 and U Occupancies, see the following tables.

## ❖ EXAMPLES OF OCCUPANCY CLASSIFICATIONS ❖

<b>Occupancy Examples</b>			
<b>B</b>	<b>F-1</b>	<b>F-1 cont.</b>	<b>F-2</b>
<ol style="list-style-type: none"> <li>1. Animal hospitals, kennels, pounds</li> <li>2. Motor vehicle showrooms</li> <li>3. Banks</li> <li>4. Barber/Beauty shops</li> <li>5. Car washes</li> <li>6. Civic administration</li> <li>7. Outpatient clinic and medical offices (where 5 or less patients are incapable of unassisted self-preservation)</li> <li>8. Dry cleaning pick-up &amp; delivery</li> <li>9. Educational uses above 12th grade</li> <li>10. Electronic data processing</li> <li>11. Florists and nurseries</li> <li>12. Laboratories - testing &amp; research</li> <li>13. Laundry pick-up &amp; delivery stations and self service</li> <li>14. Post offices</li> <li>15. Print shops</li> <li>16. Professional services such as attorney, dentist, physician, engineer</li> </ol>	<p>Manufacturing of:</p> <ol style="list-style-type: none"> <li>1. Aircraft</li> <li>2. Appliances</li> <li>3. Athletic equipment</li> <li>4. Automobiles &amp; other motor vehicles</li> <li>5. Bakeries</li> <li>6. Alcoholic beverages</li> <li>7. Bicycles</li> <li>8. Boats</li> <li>9. Brooms and brushes</li> <li>10. Business machines</li> <li>11. Canvas or similar fabric</li> <li>12. Cameras and photo equipment</li> <li>13. Carpets &amp; rugs, including cleaning</li> <li>14. Clothing</li> <li>15. Const. &amp; agricultural machinery</li> <li>16. Dry cleaning and dyeing</li> <li>17. Electronics assembly</li> <li>18. Engines, including rebuilding</li> <li>19. Photographic film</li> <li>20. Food processing</li> <li>21. Furniture</li> </ol>	<ol style="list-style-type: none"> <li>24. Laundries</li> <li>25. Leather products</li> <li>26. Machinery</li> <li>27. Metal</li> <li>28. Motion pictures &amp; television filming &amp; videotaping (without live audiences)</li> <li>29. Musical instruments</li> <li>30. Optical goods</li> <li>31. Paper mills or products.</li> <li>32. Plastic products</li> <li>33. Printing or publishing</li> <li>34. Recreational vehicles</li> <li>35. Refuse incineration</li> <li>36. Shoes</li> <li>37. Soaps and detergents</li> <li>38. Textiles</li> <li>39. Tobacco</li> <li>40. Trailers</li> <li>41. Upholstering</li> <li>42. Wood, distillation</li> <li>43. Millwork (sash and door)</li> <li>44. Woodworking, cabinet</li> </ol>	<p>Manufacturing of:</p> <ol style="list-style-type: none"> <li>1. Beverages; up to and including 12-percent alcohol content</li> <li>2. Brick and masonry</li> <li>3. Ceramic products</li> <li>4. Foundries</li> <li>5. Glass products</li> <li>6. Gypsum</li> <li>7. Ice</li> <li>7. Metal products (fabrication and assembly)</li> </ol>

19. Radio and television stations 20. Telephone exchanges 21. Training not within a school or academic program	22. Hemp products 23. Jute products		
<b>M</b>	<b>S-1</b>	<b>S-2</b>	<b>U</b>
1. Department stores 2. Drug stores 3. Markets 4. Motor fuel-dispensing facilities 5. Shopping centers 6. Sales rooms 7. Wholesale and retail stores	1. Aerosols, Levels 2 and 3 2. Aircraft repair hangar 3. Bags: cloth, burlap and paper 4. Bamboos and rattan 5. Baskets 6. Belting: canvas and leather 7. Books and paper 8. Boots and shoes 9. Buttons 10. Cardboard and boxes 11. Clothing 12. Cordage 13. Dry boat storage (indoor) 14. Furniture 15. Furs 16. Glues, mucilage, pastes, size 17. Grains 18. Horns and combs, other than celluloid 19. Leather 20. Linoleum 21. Lumber 22. Motor vehicle repair garages complying with the maximum allowable quantities of hazardous materials listed in Table 307.1(1) 23. Photo engravings 24. Resilient flooring 25. Silks 26. Soaps 27. Sugar 28. Tires 29. Tobacco, cigars, cigarettes and snuff 30. Upholstery and mattresses 31. Wax candles	Storage of: 1. Aircraft hanger 2. Beverages up to and including 12-percent alcohol in metal, glass or ceramic containers (ceramic) 3. Cement in bags 4. Cold storage and creameries 5. Dairy products in nonwax-coated paper containers 6. Dry-cell batteries 7. Dryers 8. Electrical coils, insulators, motors 9. Empty cans 10. Foods in noncombustible containers 11. Fresh fruits and vegetables in noncombustible containers 12. Frozen foods 13. Glass 14. Glass bottles (nonflammable liquid) 15. Gypsum board 16. Inert pigments 17. Meats 18. Metals 19. Metal parts 20. Metal cabinets & furniture 21. Oil-filled and other types of distribution transformers 22. Parking garages, open or enclosed 23. Porcelain and pottery 24. Stoves 25. Washers	1. Agricultural buildings 2. Barns 3. Carports 4. Fences more than 6 feet high 5. Greenhouses 6. Livestock shelters 7. Private garages 8. Retaining walls 9. Sheds 10. Stables 11. Tanks 12. Towers
<b>R-2</b>			
1. Apartment houses 2. Boarding houses (not transient) 3. Convents 4. Dormitories 5. Fraternities and sororities 6. Hotels (non-transient) 7. Monasteries 8. Motels (non-transient) 9. Vacation timeshare properties			
<b>R-3</b>			
1. Dwellings 2. Duplexes 3. Lodging houses 4. Townhouses not more than three stories above grade in height with a separate means of egress 4. Congregate residences <16 persons			

The preceding examples are recognized uses for the listed Occupancy Groups and Divisions but are not the only uses allowed in those Occupancy Groups and Divisions. Uses not listed above shall be classified by the Building Official or his authorized representative. For the purpose of completing the **New Tenant Information Form**, select the Occupancy Group and Division which most nearly matches the proposed new use and the prior use of the building or tenant space from the list above or the tables on the preceding pages.