



HOW DO I SCHEDULE A CODE ASSISTANCE MEETING?

WHAT ARE CODE ASSISTANCE MEETINGS?

Code Assistance Meetings provide an opportunity for the public to introduce proposed projects to knowledgeable representatives of the Fire Department, Building Division, Planning Division, Water Pollution, and other concerned City staff. Meetings are appropriate when proposals are at a stage when specific information can be submitted. Our intent is to provide reliable responses to your questions and give your ideas on what codes will need to be met, what information will need to be submitted, and how to go about submitting for permits. It must be understood that these meetings are *purely advisory* at this stage and that submittal of more complete information during the permit application phase may result in new issues being raised.

HOW DO I KNOW WHEN A CODE ASSISTANCE MEETING WILL BE OF USE TO ME?

Code Assistance Meetings will be useful to:

- Those businesses conducting *high-pile storage*.
- Those businesses that store or use *hazardous materials*.
- Those businesses that require an *H-Occupancy* classification.
- Those businesses that will use or store *flammable and combustible liquids*.
- Those businesses that are in the process of *changing occupancy type* or involved in *intensification of use*.
- Those businesses that need to obtain *coordinated* California Fire Code, Hazardous Materials Ordinance, and California Building Code Information.

Code Assistance Meetings are also appropriate as pre-application "follow-up" meetings, when more specific code and hazardous material information is required.

WHEN AND WHERE ARE CODE ASSISTANCE MEETINGS HELD?

Code Assistance Meetings are held in Permit Center Conference Room 1C, every Wednesday from *11 AM to 11:45 AM* or from *1:30 PM to 2:15 PM*. The Permit Center Conference Room 1C is located on the first floor of City Hall, *777 "B" Street, Hayward*.

HOW DO I SCHEDULE A CODE ASSISTANCE MEETING?

When you have determined that your proposal is at a stage at which a Code Assistance Meeting will be of use to you, please call *(510) 583-4900*.

WHO WILL ATTEND THE CODE ASSISTANCE MEETINGS?

The *Fire Marshal* or *Fire Protection Engineer* will represent the *California Fire Code*. The *Hazardous Materials Coordinator* or a *Hazardous Materials Investigator* will represent the City of Hayward *Hazardous Materials/ Waste Unified Program*. And, the *California Building Code* will be represented by a *Building Division Plan Checker*. A portion of the meeting will be used to discuss the interrelationship of these codes and ordinances and how to facilitate your permit submittals. We require that your architect and/or engineer and consultant attend.

HOW WILL THE MEETING BE FORMATTED?

1. *Self-introductions* with a short explanation of how the Fire, Building, Planning, and Hazardous Materials, Water Pollution Prevention Regulations relate to each other.
2. *Introduction of proposed project*.
3. A facilitator will assure that each *agenda item* is discussed within the allotted time.
4. Minutes of the meeting will be available.

WHAT INFORMATION IS REQUIRED FOR ME TO BRING TO THESE MEETINGS?

- (a) Completed Fire Department *Questionnaire/Chemical Inventory*.
- (b) Existing and surrounding *use of building*.
- (c) *Proposed use* and occupancy classification of building in question.
- (d) Site plan, building plan, fire sprinkler density, etc. of building in question.
- (e) Any information on *contamination* of building or property.
- (f) An *architect* is required, along with appropriate *consultant, engineer*, etc., who can explain and respond to the code details of the project.

WHAT REFERENCE WILL HELP YOU IN PREPARATION FOR THIS MEETING?

2013 California Fire Code – Chapters 50-67 are the primary chapters that deal with hazardous materials. The three most commonly used sections are:

- Chapter 50:** Hazardous Materials.
- Chapter 57:** Flammable/Combustible Liquids.
- Appendix E:** Hazard Categories.

2013 California Building Code
2013 California Mechanical Code
2013 California Electrical Code
2013 California Plumbing Code

Applications are available online at www.hayward-ca.gov. Also, you can obtain an application at the Permit Center located at 777 B Street, Hayward. Applications are accepted between the hours of 8 a.m. to 5:00 p.m. Monday through Thursday.
Closed on Friday.

SHOULD I HIRE A FIRE PROTECTION ENGINEER?

Expertise in the California Fire Code, California Building Code, and chemistry of hazardous materials are all necessary to achieve compliance. More complex projects will require "approved" consultants. **We will require that a qualified consultant** be present at any "*subsequent*" meeting.

WHO IS CONSIDERED A QUALIFIED CONSULTANT?

Consultants are considered qualified when they have demonstrated their expertise and have been approved for use by the Hayward Fire Department. **You may choose any qualified consultant** whose "credentials" are accepted by the Fire Marshal/Building Official. Below are listed some consultants that we have worked with in the past.

Chemical Solutions, Inc.
 Mr. Jim Miille
 4120 Cross Rd., Livermore, CA 94550
 (925) 606-8000, Fax (925) 606-8018

Dowler-Gruman Architects dba DGA
 550 Ellis St., Mountain View, CA 94043
 (650) 943-1660, Fax (650) 943-1670

Jeff Tarter, Owner
 Integrated Engineering Services
 70 Saratoga Ave., Ste. 200, Santa Clara, CA 95051
 (408) 261-3500, Fax, (408) 261-4176

Mullen-Morris-Alexander Architects
 1600 B St., Hayward, CA 94541
 (510) 538-7766, Fax (510) 357-1611

Pacific Crest Engineering, Inc.
 James F. Walker, P.E.
 444 Airport Blvd., Suite 106
 Watsonville, CA 95076
 (831) 763-6191, Fax (831) 763-6195

Roy Associates
 39510 Paseo Padre Pkwy, Suite 250
 Fremont, CA 94538
 (510) 794-8091, Fax (510) 794-72