



PHONE BOOTH / MODULAR PRIVACY PODS

City of Emeryville Building Division
1333 PARK AVENUE
EMERYVILLE CALIFORNIA 94608-3517
TEL: (510) 596-4310

The following information is provided for informational purposes to inform all businesses operating in the City of Emeryville regarding the installation of phone booths or privacy pods within a building. It is mandatory to obtain a building permit prior to the installation of any phone booth or privacy pod.

Why is a building permit required?

1. **Compliance with Building Codes:** Building codes are in place to ensure the safety, structural integrity, and accessibility of buildings. By obtaining a permit, any prefabricated or modular pod is reviewed for construction material requirements, space and dimension requirements, electrical, mechanical, and plumbing requirements, as well as egress and life safety requirements. The installation will then be inspected to meet these codes and standards.
2. **Fire Safety:** Modular occupiable spaces can affect the fire sprinkler coverage in a building and a sprinkler head must be extended into the booth/room in a sprinklered building. Permitting also ensures that the installation does not compromise emergency egress routes, encroach into required widths, or compromise other safety features of the building.
3. **Structural Anchorage:** Emeryville is located in a high seismic hazard zone and only 3 miles away from the Hayward A-PEFZ fault zone. All modular booths and pods must be positively and permanently anchored to the building to prevent sliding and overturning.
4. **Accessibility:** Accessibility requirements ensure that all rooms and spaces are usable and available to persons with disabilities and are regulated by both State building codes and a Federal Civil rights laws. Acquiring a building permit will ensure that equivalent facilitation is being provided to all individuals for the newly installed spaces.

Non-Compliance Consequences:

Failure to obtain a building permit prior to installing phone booths or privacy pods can have serious consequences, including:

- Fines and Penalties
- Forced Removal of Unauthorized Installations
- Legal Liability for Safety Hazards and Accessibility Lawsuits based on discrimination
- May delay the approval of an Emeryville Business License in the course of the required inspection by the Fire Code Compliance Officer

For more information you can visit the **Permit Counter** during morning drop-in hours 9am-noon, Monday to Thursday or contact Permit Tech. Courtney Barrett cbarrett@emeryville.org