

**APPLICATION INSTRUCTION SHEET
AND INSPECTION INFORMATION**

Please follow the instructions carefully. Applications should be typed or printed clearly. Incomplete or illegible applications will not be accepted and will be returned.

APPLICATION FOR PERMIT OR PLAN REVIEW: Complete all portions of the permit application including the type of permit or plan review for which you are applying. After reading the information on the application, your signature, title and date are required to appear on the lines indicated on the Permit Application. Return the original to:

Marin County Fire Department
PO Box 518
33 Castle Rock Avenue
Woodacre, CA 94973

PLAN SUBMITTAL: Three sets of drawings and three sets of hydraulic calculations required. Some permits may require additional information. If you have any questions please call us at 415-499-6566, or 507-2876.

PERMIT FEE CALCULATIONS: The inspector will keep a time-keeping form to track time spent on your project. You will be charged at a rate calculated by the Fire Department as the actual costs are incurred. The current rate is \$177.00 per hour, but is subject to change prior to your being invoiced if the costs to the Fire Department change. A deposit will be collected at the time the permit application is submitted. Upon completion of your project to the nearest ¼ hour, with a minimum two hour charge.*

FEES are waived for compressed gases less than 1,000 cu. ft. of inert gases used for carbonation of drinks, filling balloons, purging lines, filling fire extinguishers and other similar uses (helium, nitrogen, carbon dioxide, compressed air) and for compressed oxygen, less than 800 cu. ft. gas.

CFC PERMIT FEES are imposed one time (not annually). The permit shall continue until revoked or until change of ownership or when conditions of the permit change. Permits are not transferable and any change in use, occupancy, operation or ownership shall require a new permit and fee.

APPLICATION ACKNOWLEDGEMENT: Once your permit application has been reviewed by the Fire Prevention Bureau, you will receive an acknowledgment that either your application is 1) complete, and a list of conditions to be complied with and required inspections prior to the permit being issued, or 2) incomplete, and a list of any additional information that is required in order to make your application complete.

PLAN REVIEW OR PERMIT REFERENCE NUMBER: A job reference number will be issued to you when the application is complete. The reference number should be retained by you for any questions regarding the permit or plan review or to determine the status thereof.

TURN-AROUND TIME: Allow at least five (5) working days for permit application processing.
Plan reviews: Require a minimum of ten (10) working days to review after the permit application has been processed. Other Permits: Require only the amount of time needed by the applicant to comply with the conditions of the permit and for the Fire Department to conduct the required inspections.

SCHEDULING INSPECTIONS: A minimum of two (2) business days notice is required to schedule an appointment for any and all inspections. Appointments can be made by contacting the Fire Department at 415-499-6566, or 507-2876, Monday-Friday, 8:00-5:00.

FAILURE TO CANCEL ANY INSPECTION without two (2) business hours' notice will result in a penalty fee. Cancellations can be made by contacting the Fire Prevention Bureau at the above listed number.

*A list has been attached which identifies the typical amount of time spent on a particular project and is based on actual experience. Each specific project or permit will vary.

MARIN COUNTY FIRE DEPARTMENT

I. Automatic Fire Sprinkler Systems

The fee applies to installation inspections only; plan review will be separate based on actual costs. The basic system will be one (1) sprinkler riser, one (1) floor and 200 heads (based on most heads on one [1] riser) or less. If the systems are not connected to the same Marin Municipal Water District street connection, separate permits will be required. For additional risers, floors or heads, see those categories. For the permit fee based on hours, the contractor will receive the following services: An underground hydrostatic test, underground flush, underground final inspection, underground final reinspection, overhead hydrostatic test, overhead final inspection and an overhead final reinspection.

II. Automatic Fire Alarm Systems

A. The basic system is a fire alarm control panel with 15 initiating devices. For the fee based on 3 ½ hours, the contractor will receive plan check, field inspection and test and reinspection.

For each additional initiating device over 15, add 1 minute per device.

For tenant improvements: 1 hour + 1 minute per device
Exception: Relocation or addition of 1 or 2 devices at no charge.

B. The basic system for halon system monitoring for fire sprinkler system monitoring is one (1) hour for one (1) activating device (Halon trip or water flow) plus one (1) tamper device. For each additional device (trip, flow or tamper), add 10 minutes.

III. Dry or Wet Chemical Extinguishing Systems

The basic system here is one (1) tank or chemical fire extinguishing agent and six (6) nozzles. For the fee based on 2 ½ hours, the contractor will receive a plan review and a final inspection/functional test. If multiple systems are not inter-connected to simultaneously discharge, they will be charged separate permit fees.

For each additional tank or nozzle on one system (1 permit), add 10 minutes per tank or nozzle.

IV. Halon Fire Suppression System

This basic system is composed of one (1) tank, two (2) detection devices, one (1) manual pull and one (1) nozzle. For the fee based on 2 ½ hours, the contractor will receive plan review, final inspection and concentration test. If multiple systems are not inter-connected to simultaneously discharge, they will be charged separate permit fees. For each additional nozzle, add 15 minutes. For each additional tank or activating device, add 10 minutes.

Flammable or Hazardous Liquids Storage Tanks

V. Above Ground Tank Installation

This applies to any tank which is used for storage of flammable, combustible or hazardous liquids above ground or in vaults. A tank is any vessel containing more than 60 gallons. An average job is 1 ½ hours, and the contractor will receive a plan review for one tank and one pump, tank installation inspection, foundation inspection, tank inspection, piping inspection, tank and piping test.

Each additional tank, add: One (1) hour

Each additional pump, add: 30 minutes

VII. International/California Fire Code Permit

These permits are required to be issued by the Fire Department after a field inspection to verify conformance with the Fire Code. All permits in this section are good until revoked for cause or until there is a change in the details of the permit (i.e., name change or quantity change). Based on an average of 1 hour, the permittee will receive a field inspection/walk through, plan or specification review and a reinspection. **

If additional permitted items are grouped onto a basic permit (i.e., candles in a public assembly or more than one tent on a site), add 30 minutes for each permit. An exception is hazardous materials, which is covered elsewhere.

II. Vegetation Management Plans (VMP)

A Vegetation Management Plan (VMP) is required to be submitted for each new and substantial remodel structure in the Wildland Urban Interface (WUI) Area of Marin. The plan must conform to the requirements of Marin County Fire Department's VMP Standard. The approved plan must be installed prior to final occupancy.

- VMP - Single Structure 2hr minimum
- VMP - 2-5 Structures 5hr minimum
- VMP - 6-15 Structures 8hr minimum
- VMP - 16 or more Structures 10 hr minimum

IX. Wildland Urban Interface (WUI) Fire Protection Plan

A WUI Fire Protection Plan is a document prepared for a specific project or development proposed for a Wildland Urban Interface Fire Area setting forth measures taken to minimize and mitigate potential for loss-from construction-from a wildland fire. Refer to the Marin County Fire Department for specific required contents.

WUI Fire Protection Plan- 2hr minimum

X. Additional Charges

A. Late charge for failure to pay penalty inspection within 30 days of occurrence – one hour in addition to inspection charge.

B. These fees do not cover:

1. County Community Development Department approval of any project subject to the rules and regulations of that agency with the exception that it does cover design review for vaulted above ground storage tanks required due to Fire Department enforcement actions.
2. Building or electrical permits on any project with same exception as Planning Department.
3. State surcharge fees.

**These times for jobs are only the average estimated time of a particular type of inspection and plan review based on previous history. Actual times may vary and therefore should be considered when estimating permit fees.