

APN# _____

**MARIN COUNTY FIRE DEPARTMENT
PERMIT APPLICATION**



Permit #: _____

THIS IS NOT YOUR PERMIT

Address of Project: _____
 Project/Business Name: _____
 Contractor/Owner's Name: _____
 Address: _____
 City, State, Zip: Phone #: _____
 Mailing Address for Invoices (if different than above): _____
 State Contractor's License # _____ Expiration: _____
 Local Business License # _____ Expiration: _____

The following deposits are required when submitting this permit application:

Paid with: ☐ Check ☐ Credit Card ☐ Call for Credit Card No. (Credit Card service fee applies)

| | | | |
|--|------------------|---|-----------------|
| Residential Fire Sprinkler System | \$411.00 | Commercial Fire Sprinkler System | \$615.00 |
| VMP Single-Family Dwelling | \$411.00 | (Overhead Piping 31 heads or more) | |
| VMP Subdivision: | | Commercial Fire Sprinkler System | |
| 2-5 Residences | \$615.00 | Underground | \$410.00 |
| 6-15 Residences | \$1641.00 | Ministerial Permits | \$342.00 |
| 16 or more Residences | \$2052.00 | Commercial T.I. 1-10 heads | \$342.00 |
| WUI Fire Protection Plan | \$411.00 | Commercial T.I. 11-30 heads | \$411.00 |
| Fire Alarm/Detection Systems | \$411.00 | SFM Facility 25 or less | \$50.00 |
| Pre-Engineered Systems | \$411.00 | SFM Facility 26 or more | \$100.00 |
| *California Fire Code Permit | \$342.00 | Photovoltaic Systems (Commercial) | \$411.00 |

*If more than one fire code permit is required, the minimum hourly rate applies and then services will be charged at the hourly rate to the nearest ¼ hour bases on actual time spent at the facility.

A time keeping form will be kept to track time spent on your project. You will be charged for the actual time spent to the nearest ¼ hour, at a rate of \$177.00 per hour, with a minimum as noted above. The Department will also charge direct and indirect costs for actual expenses incurred for consultant and/or contractual services plus overhead which may be necessary to review your project. The fee will be collected at the completion of your project, and an invoice will be mailed to you. The fees are due and payable upon the receipt of the invoice. Your project permit will not receive final Fire Department approval until all fees are paid. In addition to not issuing final approval, the County of Marin will pursue all other legal remedies for unpaid accounts. On projects that accumulate more than 3 hours in services, you will be invoiced during each month that the balance exceeds 3 hours.

I have read the above statement regarding fees for this project, and I understand how the fees will be calculated, agree to pay such fees, and understand that they are due prior to final acceptance of my project. Further, under penalty of perjury, I declare that I am duly authorized to encumber expenses on behalf of the firm listed above.

X _____
 Signature Title Print Name Date

***California Fire Code Permits**

- | | |
|--|---|
| <input type="checkbox"/> Bonfires or rubbish fires | <input type="checkbox"/> Candles and open flames in assembly areas* |
| <input type="checkbox"/> Repair Garages | <input type="checkbox"/> Burning in public place |
| <input type="checkbox"/> Hot work | <input type="checkbox"/> Places of assembly* |
| <input type="checkbox"/> Dust producing operations | <input type="checkbox"/> Special Events/Public Events |
| <input type="checkbox"/> Spray Operations | <input type="checkbox"/> LPG/Storage Tank – Above Ground-Size _____ |
| <input type="checkbox"/> Fireworks, Public Display* | <input type="checkbox"/> LPG/Storage Tank – Underground-Size _____ |
| <input type="checkbox"/> High-piled combustible stock | <input type="checkbox"/> SFM Facility 25 or less |
| <input type="checkbox"/> Tents and Air Supported Structures* | <input type="checkbox"/> SFM Facility 26 or more |
| <input type="checkbox"/> Flammable or combustible liquids | |
| <input type="checkbox"/> Ministerial Permits | <input type="checkbox"/> Other, explain _____ |

Sprinkler (Plan submittal required)

- ☐ New or ☐ T.I.
- ☐ Residential Overhead - #/heads _____
- ☐ Residential Underground
- ☐ Residential Both
- ☐ Commercial Overhead - #/heads _____
- ☐ Commercial Underground
- ☐ Commercial Both

Other Systems/Plans (Plan submittal required)

- ☐ Pre-Engineered Hood and Duct
- ☐ Pre-Engineered Spray Booth
- ☐ Pre-Engineered
- ☐ Fire Detection System
- ☐ Fire Alarm System
- ☐ Clean Agent System (NFPA 2001)
- ☐ VMP Single Family Dwelling
- ☐ VMP Subdivision
- ☐ WUI Fire Protection Plan

**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
1600 Los Gamos Dr., Suite 300
San Rafael, CA 94903
firesubmittals@marincounty.gov

PLAN SUBMITTAL: Please submit drawings/calculations as PDFs to firesubmittals@marincounty.gov. Some permits may require additional information. If you have any questions please call us at 415-473-6566, or 415-473-2595.

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 415-473-6566. **For Photovoltaic/solar power systems (PV), Energy Storage Systems (ESS), or Emergency Generator systems, call 415-473-2595, 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.

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.

Additional Charges

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