



# Southern Marin Fire Protection District

## Fire Prevention Bureau

333 Johnson Street • Sausalito, CA 94965 • Phone (415) 289-4156 • Fax (415) 289-4158

### FOR DEPARTMENT USE ONLY

PERMIT FEE: PAID: \$ \_\_\_\_\_ CK # \_\_\_\_\_  
NEW: \_\_\_\_\_ RESUBMITTAL: \_\_\_\_\_  
PERMIT APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
PERMIT ISSUED BY: \_\_\_\_\_

### PLAN CHECK APPLICATION

Please **print clearly** and enter **all** the information requested.

#### PROJECT INFORMATION:

**\* REQUIRED FIELDS**

Date: \_\_\_\_\_

\*Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ → Call the Assessor at 415-473-7215 to obtain the Parcel Number

\*Property Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

\*Property Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Name/Current Tenant: \_\_\_\_\_ Bus Phone: \_\_\_\_\_

\*Existing Fire Sprinkler System: \_\_\_ Yes \_\_\_ No

#### APPLICANT INFORMATION:

\*Company Name: \_\_\_\_\_

\*Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Project Contact Name: \_\_\_\_\_ \*Cell Telephone: \_\_\_\_\_

\*E-Mail Address: \_\_\_\_\_

PERMIT COST \$ \_\_\_\_\_ (PAYABLE TO: SMFD) PERMIT TYPE: \_\_\_\_\_

Fire District inspection and approval are required prior to that of the Building Department having jurisdiction. Failure to comply may result in re-inspection being placed on "Hold".

**FIRE INSPECTION AGREEMENT:** I agree to request a Fire District inspection prior to calling the Building Inspection Division for:

1. Fire Sprinkler/Fire Alarm Inspection (Commercial & Residential)
2. Final Inspection (Commercial and Residential)

\_\_\_\_\_  
\*Applicant's Name (print)

\_\_\_\_\_  
\*Applicant's Signature

\*Please check one:  Contractor  Owner  Contractor Agent  Owner Agent

\*An application, fee payment, and two (2) sets of plans are required for each plan differed submittal. \*

Plans are approved for a term of one (1) year. A Permit is considered "Expired" when there has been no project activity for 12 or more months. Expired permits cannot be reactivated; a new submittal is required and a different Permit Number will be assigned. Permits without project activity for between 6 and 12 months are considered "inactive" and payment of one-half of the Plan Check fee is required to renew the existing Permit Number.

\*Please note: All Civil Engineering plan reviews require that a digital drawing (DXF or DWG formats only) be submitted prior to Final Signature and Release.

\* **SUBSTANTIAL REMODEL:** The renovation of any structure, which combined with any additions to the structure, affects a floor area which exceeds fifty percent (50%) of the existing floor area of the structure within any 36-month period. When any changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing floor areas for purposes of applying this definition. This definition does not apply to the replacement and upgrading of residential roof coverings or floor coverings.