



Richmond Fire Department

Fire Prevention Services Division



440 Civic Center Plaza · Richmond, CA 94804 · Phone (510) 307-8037 · Fax (510) 307-8048

PRELIMINARY PLAN REVIEW APPLICATION

A consultation fee of \$501.00 (**PR- 1.2**) two hour minimum will be assessed for time spent during the preliminary design review process which includes, plan review, meetings, and phone consultation.

Additional fees may apply for time spent exceeding the initial two (2) hour time.

A preliminary plan review is when discussions, written correspondence, and/or consultation by the Fire Department are needed to consider fire safety proposals at their earliest stages, than those required during the plan review process. This process shall keep all parties informed of any fire protection arrangements and/or strategy which are required by the California Fire Code and to avoid delays in proposed project. These written conditions, consultations are necessary when erections or alterations of buildings are made that require the project to go through a preliminary design review process, and to make the applicant aware of any conditions that may have to be taken on non-building regulation matters in order to satisfy all fire safety requirements once the building is occupied.

Please print clearly and enter all of the information requested.

Location: _____ **PERMIT #:** _____

Applicant:

Business Name: _____ **Phone #:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Requestor's Name: _____ **Phone #:** _____

Email Address: _____

Signature: _____ **Date:** _____

***** DEPARTMENT USE ONLY *****

APPROVED _____ **PERMIT TECH:** _____ **DATE:** _____ **FEE PAID** _____