



# FIRE PERMIT PROCESS

**DUE TO THE COVID-19 COUNTY ORDER THE FOLLOWING IS IN PLACE  
UNTIL MAY 3<sup>RD</sup>, 2020**

## **DROP OFF PLANS**

1. Call Fire Department Personnel to schedule a time to drop off plans or get a copy of the application if online access is not available.
  - a. Debra Holter (510) 307-8038
  - b. Eric Govan (510) 469-3231
2. Drop off plans
  - a. 440 Civic Center Plaza, Richmond, CA 94804
3. What is required when dropping plans off
  - a. Completed fire permit application
  - b. Flash drive with electronic plans and
  - c. Three sets of stamped licensed engineer according to fire and life safety systems C-10 (fire alarm) or C-16 (sprinkler).

## **PICK UP PLANS**

1. When plans are approved the contact person on the fire permit application will be contacted with the amount due. You can either pay with a check with exact amount, or online (email address is required on application).
2. Once payment has been received you can pick up your approved plans at 440 Civic Center Plaza, second floor.
3. Call Fire Department Personnel to schedule a time to pick up approved plans.
  - a. Debra Holter (510) 307-8038
  - b. Eric Govan (510) 469-3231