

	Ben Lomond Fire Protection District	Policy # 1080 Date 04/2006
	SOP GENERAL INFORMATION	TITLE: Schedule Fees For Permits Rev Date 06/2012

1080.1 Fire Permits shall only be issued by the Fire Chief or personnel designated by the Fire Chief.

1080.1.1 Types of Fire Permits issued by the Fire District are as follows: ANSUL systems, fire alarm systems, fire sprinkler systems, and LPG tanks.

1080.1.2 A Fire Permit shall only be issued to a licensed contractor acting on the property owner's behalf, or the actual property owner.

1080.1.3 All fees shall be collected and entered into the fee collection log, located on the First Class Desktop, at the time the permit is issued, with no exceptions. Upon receipt of payment, all fees, along with a copy of the permit, shall be forwarded to the Administrative Secretary for deposit.

1080.1.4 No Fire Permit shall be issued without an approved set of plans.

1080.1.5 Construction plans shall only be approved by the Fire Chief or certified plan check personnel authorized by the Fire District.

1080.1.6 Copies of all issued permits, and approved plans shall be retained in the fire prevention cabinet.

1080.2 - Procedure:

1080.2.1 Confirm plans have been approved by the Ben Lomond Fire Protection District.

1080.2.2 Contractor or property owner shall complete the Legal Declaration printed on the reverse side, of the white copy, of the Fire Permit.

1080.2.3 Access the Fire Permit template, located on First Class Server, and complete all pertinent information (date, APN#, address, permit #, job address, owner's name, contractor's name and number).

1080.2.4 Complete job description i.e. installation of a new fire sprinkler system for a single family residence with 10,000 gallon water tanks with a hydrant.

1080.2.5 Using the currently adopted fee schedule enters the fees. Insert the Fire Permits (one yellow and one white) into the printer and print the permits. Have the applicant sign and date the permits. Retain the white permit for our records.

1080.2.6 Log payment into the fee log located on the First Class Server. Forward the collected payment, along with a copy of the permit, to the Administrative Secretary for deposit.

1080.2.7 File the white copy of the permit and one set of approved plans in the fire prevention cabinet under the project APN#.