

Permit # _____ APN# _____ Occupancy # _____

**KENTFIELD FIRE PROTECTION DISTRICT
PERMIT APPLICATION**

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): _____
EMAIL ADDRESS: _____
 State Contractor's License # _____ Expiration: _____

The following deposits are required when submitting this permit application (Revised 1/01/2017):

Ministerial Permits	\$177.00	Pre-Engineered Systems	\$354.00
Residential Fire Sprinkler System	\$354.00	Commercial Fire Sprinkler System	\$531.00
Residential Solar P.V.	\$312.00	(Overhead Piping 31 heads or more)	
Alternate Power Supply Systems	\$354.00	Commercial Fire Sprinkler Underground	\$352.00
California Fire Code Permit*	\$295.00	Commercial T.I. less than 3 heads	No Charge
Fire Alarm/Detection Systems	\$354.00	Commercial T.I. 4-10 heads	\$295.00
VMP Single Family Dwelling	\$354.00	Commercial T.I. 11-30 heads	\$354.00
VMP Subdivision:		SFM Facility 25 or less	\$50.00
2-5 Residences	\$531.00	SFM Facility 26 or more	\$100.00
6-15 Residences	\$1,416.00	WUI Fire Protection Plan	\$354.00

*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 District 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 District approval until all fees are paid. In addition to not issuing final approval, the Fire District 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"/> Tank – Above ground install # _____ size _____ |
| <input type="checkbox"/> Fireworks, Public Display* | <input type="checkbox"/> Tank – Above ground removal # _____ 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"/> Other, explain _____ |

***Fee Exempt**

Sprinkler (Plan submittal required)

- | | |
|---------------------------------------------------------------|-------|
| <input type="checkbox"/> New or <input type="checkbox"/> T.I. | _____ |
| <input type="checkbox"/> Residential Overhead - #/heads | _____ |
| <input type="checkbox"/> Residential Underground | _____ |
| <input type="checkbox"/> Residential Both | |
| <input type="checkbox"/> Commercial Overhead - #/heads | _____ |
| <input type="checkbox"/> Commercial Underground | |
| <input type="checkbox"/> Commercial Both | |

Other Systems (Plan submittal required)

- | |
|---------------------------------------------------------|
| <input type="checkbox"/> Pre-Engineered Hood and Duct |
| <input type="checkbox"/> Pre-Engineered |
| <input type="checkbox"/> Fire Detection System |
| <input type="checkbox"/> Fire Alarm System |
| <input type="checkbox"/> Alternate Power Supply Systems |
| <input type="checkbox"/> VMP Single Family Dwelling |
| <input type="checkbox"/> 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:

Kentfield Fire Protection District
1004 Sir Francis Drake Blvd
Kentfield, CA 94904

PLAN SUBMITTAL: Three sets of blue lines and three sets of hydraulic calculations required. Some permits may require additional information. If you have any questions please call us at 415-453-7464.

PERMIT FEE CALCULATIONS: The inspector will keep a time-keeping form to track time spent on your project. You will be charged at a rate calculated by the Fire District as the actual costs are incurred. The current rate is **\$177.00** per hour, but is subject to change prior to your being invoiced if the costs to the District change. A deposit will be collected at the time the permit application is submitted. Upon completion of your project to the nearest ¼ hour, with a minimum two hour charge.*

FEES are waived for compressed gases less than 1,000 cu. ft. of inert gases used for carbonation of drinks, filling balloons, purging lines, filling fire extinguishers and other similar uses (helium, nitrogen, carbon dioxide, compressed air) and for compressed oxygen, less than 800 cu. Ft. gas.

FEES are waived for non-governmental non-profit agencies and organizations in addition to those with asterisks on the permit application, regardless of non-profit status. Proof of IRS Section 501(c)(3) must be submitted at the time the permit is requested.

UFC 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 Fire Prevention, 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 District 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 District at 415-453-7464, 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 District Secretary 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.

KENTFIELD FIRE PROTECTION DISTRICT

I. Automatic Fire Sprinkler Systems

The fee applies to installation inspections only; plan review will be separate based on actual costs. The basic system will be one (1) sprinkler riser, one (1) floor and 200 heads (based on most heads on one[1] riser) or less. If the systems are not connected to the same North Marin Water District street connection, separate permits will be required. For additional risers, floors or heads, see those categories.

For the permit fee based on hours, the contractor will receive the following services: An underground hydrostatic test, underground flush, underground final inspection, underground final reinspection, overhead hydrostatic test, overhead final inspection and an overhead final reinspection.

II. Automatic Fire Alarm Systems

A. The basic system is a fire alarm control panel with 15 initiating devices. For the fee based on 3 ½ hours, the contractor will receive plan check, field inspection and test and reinspection.

For each additional initiating device over 15, add 1 minute per device.

For tenant improvements: 1 hour + 1 minute per device
Exception: Relocation or addition of 1 or 2 devices at no charge.

B. The basic system for halon system monitoring for fire sprinkler system monitoring is one (1) hour for one (1) activating device (Halon trip or water flow) plus one (1) tamper device. For each additional device (trip, flow or tamper), add 10 minutes.

III. Dry or Wet Chemical Extinguishing Systems

The basic system here is one (1) tank or chemical fire extinguishing agent and six (6) nozzles. For the fee based on 2 ½ hours, the contractor will receive a plan review and a final inspection/functional test. If multiple systems are not inter-connected to simultaneously discharge, they will be charged separate permit fees.

For each additional tank or nozzle on one system (1 permit), add 10 minutes per tank or nozzle.

IV. Halon Fire Suppression System

This basic system is composed of one (1) tank, two (2) detection devices, one (1) manual pull and one (1) nozzle. For the fee based on 2 ½ hours, the contractor will receive plan review, final inspection and concentration test. If multiple systems are not inter-connected to simultaneously discharge, they will be charged separate permit fees.

For each additional nozzle, add 15 minutes. For each additional tank or activating device, add 10 minutes.

Flammable or Hazardous Liquids Storage Tanks

V. Above Ground Tank Removal

This applies to any single tank on one site which is used for storage of flammable, combustible or hazardous liquids above ground or in vaults which are to be removed or abandoned. A tank is any vessel containing more than 60 gallons. For the fee based on one (1) hour, the contractor will receive an inspection and LEL vapor reading after the tank has been cleaned, an O₂ and LEL vapor reading after the tank has been inerted with carbon dioxide, and O₂/LEL reinspection and witness of final tank removal or filling.

Each additional tank, add: One (1) hour.

VI. **Above Ground Tank Installation**

This applies to any tank which is used for storage of flammable, combustible or hazardous liquids above ground or in vaults. A tank is any vessel containing more than 60 gallons. An average job is 1 ½ hours, and the contractor will receive a plan review for one tank and one pump, tank installation inspection, foundation inspection, tank inspection, piping inspection, tank and piping test.

Each additional tank, add:	One (1) hour
Each additional pump, add:	30 minutes

VII. **Uniform Fire Code Permit**

These permits are required to be issued by the Fire District after a field inspection to verify conformance with the Uniform 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 (Number h1 in the 1994 UFC), which is covered elsewhere.

VIII. **Hazardous Materials**

Any time an inspection is actually done by Haz Mat Division personnel (i.e., release, complaint, failure to file or quantities exceeding Table 9-A of the UBC) we will charge for actual time to the nearest ¼ hour.

IX. **Vegetation Management Plans (VMP)**

A Vegetation Management Plan (VMP) is required to be submitted for each new and substantial remodel structure in the Wildland Urban Interface (WUI) Area of Novato. The plan must conform to the requirements of fire protection standard 220. The approved plan must be installed prior to final occupancy.

VMP - Single Structure	2hr minimum
VMP - 2-5 Structures	5hr minimum
VMP - 6-15 Structures	8hr minimum
VMP - 16 or more Structures	10 hr minimum

X. **Wildland Urban Interface(WUI) Fire Protection Plan**

A WUI Fire Protection Plan is a document prepared for a specific project or development proposed for a Wildland Urban Interface Fire Area setting forth measures taken to minimize and mitigate potential for loss-from construction-from a wildland fire. Refer to Novato Fire Protection District Standard for Specific required contents.

WUI Fire Protection Plan	2hr minimum
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XI. **Additional Charges**

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

B. These fees do not cover:

1. City or County Community Development Department approval of any project subject to the rules and regulations of that agency with the exception that it does cover design review for vaulted above ground storage tanks required due to Fire District enforcement actions.
2. Building or electrical permits on any project with same exception as Planning Department.
3. State surcharge fees.

**These times for jobs are only the average estimated time of a particular type of inspection and plan review based on previous history. Actual times may vary and therefore should be considered when estimating permit fees.