



Kentfield Fire District
Fire Prevention Division
1004 Sir Francis Drake Blvd.
Kentfield, CA 94904
Office: (415) 453-7464

2024 PLAN CHECK SUBMITTAL REQUIREMENTS

Reflective of best practices, and to maximize the opportunity to utilize electronic efficiencies, all “in-person” paper plan submittals and fee payments made to Fire Station 17 have been eliminated. Since 2020, the Kentfield Fire District has utilized the following electronic plan review and electronic permit invoicing requirements.

To submit project plans to the Kentfield Fire District, please do the following:

- Complete a Kentfield Fire District permit application. [Click Here](#)
- Electronic plans and permit application shall be submitted electronically to lpasero@kentfieldfire.org.
- If the County of Marin Building Department has issued a fire jurisdictional transmittal form (FJTF), please include it in the email with electronic plans and permit application. This is the form used to provide approval or comments to the Marin County (MC) Building Department.
- Plans that are submitted and reviewed through the *MC Projectdox platform* require no additional submittal or correspondence with the Fire District. The Fire District will be notified by the Projectdox platform with a request for Fire review. All correspondence, including approvals, plan check comments, conditions of approvals and holds will be managed within the Projectdox platform (Click Files Tab, then “Fire Jurisdiction Requirements” and “Permit HOLDS” folders). You will receive an email from the Fire District with plan approval and an electronic fee invoice link when approved. All requests for status updates shall be directed to the MC Building Department Permit Technician assigned to the project.
- Plans are reviewed in the order received. Current review times are between 14-21 business days.
- If plans require correction, the applicant will receive a correction letter via email.
- As part of the review, an invoice for review and inspection fees will be created and sent to the applicant via the email provided. The Kentfield Fire District utilizes the Square platform for the management and convenience of electronic payments. Click the link in the Fire District email for invoice for payment.
- When fire protection plans are approved, you will receive an email confirmation with an electronic file attachment that will include a stamped, signed copy of approved plans. A copy of the approved plans shall be printed, and a copy shall be maintained at the jobsite.
- It shall be the Applicant’s responsibility to review all plan approval comments, conditions, and attached documents. *The Applicant is responsible for distributing these approval items to the design and construction teams.*
- Project scope will be evaluated at the time of close-in inspection. Any changes to the approved scope of work (addition/alteration/demolition/repair), including removal of wall board or ceiling materials may impact project requirements, including but not limited to the requirement for fire sprinklers.

If you have questions or request additional information, please contact Deputy Fire Marshal Larry Pasero at lpasero@kentfieldfire.org.