



COMMERCIAL FIRE SPRINKLER PERMIT SUBMITTAL REQUIREMENTS

Updated 12/29/2020

Development Services takes in and routes all applications including Fire submittals for sprinkler systems, alarm systems, hood / duct / ansul systems, etc.

1. Permit application. (The applicant is the person applying for the permit not the contractor). CA Fire Code requires individuals applying for fire permits be properly licensed with a C16 CA Contractor's license. Fire alarm systems may be applied for by contractors holding a C10 CA Contractor's license.
 - a. Provide a clear scope of work
 - b. Ensure the application is legible.
2. Letter of authorization on company letterhead authorizing the individual applying for and obtaining the permit on the company's behalf.
3. Method of payment – utilize the [credit card authorization form](#) available on the Building page.
4. Drawings with Cover Sheet, Indexing, and Site Plan.
5. Electrical diagram if applicable.
6. Plumbing diagram if applicable.
7. Calculations if applicable.

Fees: Please refer to the fees listed on the application. Please be advised, these are minimum fees. Should the review exceed that which is allocated for in the fee, there will be additional plan review fees based on the rate of \$120.00 per hour of review.

Email these items to building2@ci.pinole.ca.us