



# FIRE PERMIT APPLICATION

## SUBMITTAL PACKET

### INSTRUCTIONS

Any property owner or authorized agent who intends to conduct an operation or business or install or modify systems and equipment regulated by the California Fire Code, must first make an application to the City's Fire Prevention Bureau, and obtain a permit. This document includes a list of information that is required to apply for a fire permit in the City of Santa Barbara. If you are planning a special event, start at [SantaBarbaraCA.gov/SpecialEvents](http://SantaBarbaraCA.gov/SpecialEvents) for more information to assist you in planning your event.

### HOW TO SUBMIT

All City fire permit applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information: [Online Building Permit Services Guide](#).

### WHAT TO SUBMIT

Fill out the Fire Permit Application Form on page 2. You may be required to submit additional materials, such as plans or forms, that can be found on the [Fire Prevention Bureau Forms](#) webpage. All documents must be completed, signed, and uploaded as an attachment to your electronic submittal.

### REVIEW PROCESS

These are the steps in the review process after you submit your application online:

1. The Fire Prevention Bureau will review your application for compliance with code requirements. If additional information is required, you will be notified to resubmit any missing forms or plans.
2. Fees may be paid online through ACA, mailed, faxed, or dropped off at 630 Garden Street for processing. A [Fee Payment Submittal Sheet](#) is required; see: [How to Pay Invoiced Fees](#).
3. Upon full payment of fees and plan approval, the City will issue a permit. All permit documents are issued electronically. You may then begin construction or commence the uses authorized by the permit.
4. The approved permit must be posted at your premises for review by the Fire Department during their inspection or when requested by a member of the Fire Department.
5. Any person may appeal a decision of the Fire Code Official by filing a written appeal within 10-days of the issuance of the decision. For more information, please see [Appealable Decisions](#).

# FIRE PERMIT APPLICATION FORM

## PERMIT INFORMATION

**Type:**     Fire Alarm     Fire Sprinklers     Fire Suppression     Fire Safety     Special Event

Annual Inspection     General Fire Permit     High Fire Hazard Area     HAZ-MAT

**Choose:**     New System     Change to Existing System    **Sprinklers Exist?**     YES     NO

## LOCATION INFORMATION (Location of premises where the permit will be posted)

Job Site Address: \_\_\_\_\_ APN: \_\_\_\_\_

Business Name: \_\_\_\_\_

## PROJECT DESCRIPTION

\_\_\_\_\_

## BUILDING INFORMATION

Occupancy Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Building Construction Cost: \$ \_\_\_\_\_ Site Work Cost: \$ \_\_\_\_\_

## APPLICANT INFORMATION (Person responsible for authorized work after the permit is issued)

Name: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Under penalty of perjury the following declarations are made:**

I certify that I have read this application and state the above information is true and correct to the best of my knowledge, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application. I, my agents, and employees shall carry out the proposed activity in compliance with the requirements of the California Fire Code and any other laws or regulations applicable thereto.

### APPLICANT'S SIGNATURE:

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant's Name (printed)*

\_\_\_\_\_  
*Title (contractor, etc.)*