

PERMIT SUBMITTALS FAQ's

<http://firemarshal.sccgov.org>

1. Do you have anything I can download explaining the Fire Marshal Permit process?

- A. Details on our submittal process, applications, fee information, Standards, Brochures, and more are available on our website.

2. How do I submit for a Fire Marshal permit for my project, tent or special event?

- A. Our different website pages provides the information you need to submit for your permit.

3. Where do I submit construction plans for County-owned or leased facilities projects?

- A. County-Owned or leased buildings are handled by our **County Facilities Branch Office**. For details and contact information see their webpage located on our site.

4. What if I can't wait the usual 30 days for my project to be reviewed?

- A. You, the property owner, can write a letter to the Assistant Fire Marshal requesting an overtime plan review.
We do not consider expedited plan review to be a normal part of the process. These requests are approved in cases of hardship to the property owner only. For the details on how to request an overtime review or inspection go to our **What Happens After We Receive Your Submittal** webpage. Once there go to the last (bottom of the page) section titled, "**Procedure/Requirements For Overtime Plan Check Or Inspection**".

5. What does the Fire Marshal consider to be a "hardship" when reviewing a request for an expedited plan review or inspection?

- A. Unforeseen situations, which cause a hazardous condition to exist or extreme financial hardship may be considered for approval of overtime, however the hardship caused by the delay must be fully explained in writing by the property owner (not the contractor). Simply saying a hardship will exist is not adequate.
Some inspections may also need an overtime request, as outside emergency lighting or Fire Alarm inspections which cannot be done during normal business yours. Although these are not "hardships" they are compelling reasons to inspect these projects outside normal business hours. Again, the justification must be fully explained in your written request.

6. Why does the Fire Marshal look at my project so many times?

- A. A review by our Land Development Deputy is necessary during the Planning approval process (sometimes during several phases of some projects) to set conditions for development pertaining to fire department access and firefighting water supply. He/she will then review your Building Permit submittals to ensure that these conditions have been met as documented on the building permit plans. Our Fire Protection Engineer and/or Construction Deputy will also review your plans and conduct inspections for compliance with the fire and life safety provisions of the Building Code and with the Fire Code. We will also review Fire Code Permit submittals, (your separate submittals directly to our office for fire protection systems, etc.) and conduct inspections for fire protection and other systems regulated by the Fire Code.

7. I have a Public School project and the State Architect's office says I need a sign-off from the local jurisdiction. Where do I submit my plans?

- A. You can make an appointment with our Land Development Deputy or simply drop by our public counter on Wednesdays and Fridays, except Holidays, 8 a.m. to noon or 1 p.m. to 4:30 p.m. We may need some time for file review, so contact us early to avoid delay. NOTE: Please bring an extra set of plans for our files. See our webpage, **Local Fire Authority Review For Public School Construction** for details.