



# Sacramento Metropolitan Fire District

Community Risk Reduction Division

www.metrofire.ca.gov

10545 Armstrong Ave., Suite 310 · Mather, CA 95655 · Phone (916) 859-4330 · Fax (916) 859-3717

KURT P. HENKE  
Fire Chief

## PLAN CHECK APPLICATION

Please print clearly and enter all of the information requested. Complete this form and return it by fax to 916-859-3717 or by E-mail to [crrdstaff@metrofire.ca.gov](mailto:crrdstaff@metrofire.ca.gov)

Occupancy ID: _____	Received Stamp: _____
Permit #: _____	
Account#: _____	
Invoice #: _____	
	RCV'D By: _____

### PROJECT INFORMATION: \* REQUIRED FIELDS

\* Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ → Call the Assessor at **916-875-0700** to obtain the **Parcel Number**

Building / Property Name: \_\_\_\_\_

\* Project Address: \_\_\_\_\_ \* Suite #: \_\_\_\_\_ \* City: \_\_\_\_\_ \* Zip: \_\_\_\_\_

\* Project Name / Current Tenant: \_\_\_\_\_ \* Type of Business: \_\_\_\_\_

Previous Tenant (if known): \_\_\_\_\_ Type of Business: \_\_\_\_\_

### APPLICANT INFORMATION:

Company Name: \_\_\_\_\_

\* Address: \_\_\_\_\_ \* City: \_\_\_\_\_ \* State: \_\_\_\_\_ \* Zip: \_\_\_\_\_

\* Contact Name: \_\_\_\_\_

\* Fax #: \_\_\_\_\_ \* Cell #: \_\_\_\_\_ \* Phone#: \_\_\_\_\_

\* E-mail: \_\_\_\_\_

Fire District inspection and approval are required prior to that of the Building Department having jurisdiction. Failure to comply may result in re-inspection fees and/or all inspections being placed on "Hold".

**FIRE INSPECTION AGREEMENT:** I agree to request a Fire District inspection prior to calling the Building Inspection Division for:

1. Frame Inspection (Residential)
2. Ceiling or T-Bar Inspection (Commercial)
3. Final Inspection (Commercial and Residential)

\* By (Print Name): \_\_\_\_\_ \* Signature: \_\_\_\_\_

\* Check one:  Contractor  Owner  Contractor Agent  Owner Agent

**\*An application, fee payment, and two (2) sets of plans are required for each Plan Type.\*  
SEE PAGE 2 OF THIS APPLICATION FOR A LISTING OF PLAN TYPES**

Plans are approved for a term of one (1) year. A Permit is considered "Expired" when there has been no project activity for 12 or more months. Expired permits can not be reactivated; a new submittal is required and a different Permit Number will be assigned. Permits without project activity for between 6 and 12 months are considered "Inactive" and payment of one half of the current Plan Check fees is required to renew the existing Permit Number.

**\*Please note: all Civil Engineering plan reviews require that a digital drawing (DXF or DWG formats only) be submitted prior to Final Signature and Release.**

**\*Approved New Building and Tenant Improvement plans will not be released for permit until any required fire sprinkler or fire alarm plans have been submitted. \* APPLICANT'S INITIALS REQUIRED: \_\_\_\_\_**

FAST-TRACK PLAN REVIEW (Check if applicable):  OCP Over-the-Counter

**RESIDENTIAL PLAN (CHECK ONE ONLY)**

- COR Certificate of Release (Home - New or Addition) Total Sq Ft \_\_\_\_\_
- EPR Engineering Site w/approved COR
- LPR Propane Tank Install(Aboveground)-Residential # of Tanks \_\_\_\_\_
- RCF Residential Care Facility
- SIR Solar Panel – Residential
- Other \_\_\_\_\_
- SPR Sprinkler System – 1-99 Sprinklers – non-subdivision
- SPM Sprinkler System – Subdivision Model Homes Model Home Plan #: \_\_\_\_\_
- SPP Sprinkler System – Production Homes Metro Fire SPM Permit #: \_\_\_\_\_ Model Home Plan #: \_\_\_\_\_ Lot #: \_\_\_\_\_
- WSL Will Serve Letter

**COMMERCIAL PLAN TYPES (CHECK ONE ONLY)**

**CONSTRUCTION**

- New Building**
- NBP New Building Total Sq Ft \_\_\_\_\_
  - Commercial
  - Multi Unit Residential
  - Storage Warehouse

**Tenant Improvement**

- BCF Basic Construction Fee
- \*TIP Tenant Improvement/Remodel Total Sq Ft \_\_\_\_\_
- HPS High Piled Storage Total Sq Ft \_\_\_\_\_
- RAC Rack/Shelving max. height 8'
- PBP Pain/Spray Booth (Fire Protection System Required) # of booths \_\_\_\_\_

**CIVIL ENGINEERING (SITE PLAN)**

- EPK Engineering Site w/ KNOX (Gates/Fences)
- EPP Engineering Site
- EPS Engineering Site – Public Schools
- TST Temporary Sales Trailer

**LIQUID & COMPRESSED GASES**

- CGHP Compressed Gas-Hazardous
- CGM Compressed Gas MEDICAL

**SOLAR PANELS**

- SIC Solar Panel Commercial
- SIG Solar Panel- Ground

**TANKS**

- AGT Aboveground Commercial (Flammable/Combustible Liquids, Generators) # of Tanks \_\_\_\_\_
- EVR Enhanced Vapor Recovery # of Tanks \_\_\_\_\_
- HMDA Hazardous Materials Dispense/Use # of Chemicals \_\_\_\_\_
- HMSAP Hazardous Materials Storage # of Chemicals \_\_\_\_\_
- LPGP Propane Tank Install (aboveground)-Commercial # of Tanks \_\_\_\_\_
- UGT Underground Propane # of Tanks \_\_\_\_\_

**FIRE ALARM SYSTEMS**

- FAL Fire Alarm System # Devices \_\_\_\_\_
- FTP Flow and Tamper Alarm /Communications Upgrade

**FIRE SPRINKLER SYSTEMS**

Systems involving hydraulic calculations are considered "NEW" systems.

**New Building / New System**

- FHT Fire Hydrant Flow Test
- SFP Stationary Fire Pump
- \*SPA New Fire Sprinkler System 1-99 Sprinklers # of Heads \_\_\_\_\_ # of Risers \_\_\_\_\_
- \*SPB New Fire Sprinkler System 100-199 Sprinklers # of Heads \_\_\_\_\_ # of Risers \_\_\_\_\_
- \*SPC New Fire Sprinkler System 299 or more Sprinklers # of Heads \_\_\_\_\_ # of Risers \_\_\_\_\_

**Tenant Improvement – Existing System with Changes**

- \*STP Fire Sprinkler System # of Heads \_\_\_\_\_ # of Risers \_\_\_\_\_

**FIRE SUPPRESSION SYSTEMS**

- CAS Clean Agent Extinguishing System # of systems \_\_\_\_\_
- HDP Hood & Duct System (Spray Booth/Industrial Dry Chemical System) # of Systems \_\_\_\_\_
- UGS Underground Fire Sprinkler/Mains # of Risers \_\_\_\_\_ # of Hydrants \_\_\_\_\_

**MISCELLANEOUS**

- AMR Alternative Method Request/Appeal
- AWY Automobile Wrecking/Junk Yard
- CEL Cell Tower (outside, roof, pole, etc.)
- DRC Design Review/Consultation Meeting
- EVAC Evacuation Plan Review/Fire Drill Monitoring
- FIF Fire Impact Fees (Placer Co. Only)
- HHH Haunted House
- KIO Kiosks, booths, concessions in mall (temp)
- STL Satellite Television Letter
- Other \_\_\_\_\_

\* BASED ON QUANTITY