Fire Department Planning Review Process

Visit
Your Local Planning Department

Learn the codes and standards that apply to your project

Based on the scope of your project, planning officials will determine if a planning review is required

<table>
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<tr>
<th>Projects Ready for Building Department Review</th>
<th>Projects Requiring Planning Review</th>
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<tbody>
<tr>
<td>You are ready to visit your local Building Department.</td>
<td>If the local Planning Department requires fire involvement in the planning stage, they will route a copy of your plans to Ross Valley Fire Department personnel for review.</td>
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<tr>
<td>Plan review submittals are reviewed for completeness. When reviewing for completeness, personnel are evaluating: available fire flow, fire apparatus access and vegetative fuels. If additional fire permits are needed, it will be noted as a requirement for building permit approval.</td>
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The Planning Department will contact you when your plan has been reviewed by both of the Departments, and comments are ready for distribution.
Fire Department Building Permit Process

Although the codes and standards for the different jurisdictions are largely similar, the submission process greatly differs. Please carefully review the submission guidelines to avoid project delays.

Visit your local Building Department

<table>
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<tr>
<th>Submission Guide</th>
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<tr>
<td>Ross</td>
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<tr>
<td>Visit</td>
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Submit Fire Department Forms Directly to the Building Department, including:

- Completed RVFD Plan Submittal Form
- 1 set of architectural plans (wet stamped and signed)
- $220 check made out to RVFD for the plan review fee

Obtain at County Building Department:
- A Fire Jurisdiction Transmittal Form: for issuing and releasing holds on building permits
- County Date Stamps on at least 2 sets of plans

Obtain at Fairfax Building Division:
- Fairfax Date Stamps on at least 2 sets of plans
### Submit Fire Dept Forms
- Complete RVFD Plan Submittal Form
- Fire Jurisdiction Transmittal Form
- 2 sets of architectural plans (wet stamped and signed by the designer) and date stamped by the County Building Dept.
- $220 check made out to RVFD for the plan review fee

### Following the Project Review
Collecting your plans and keeping them on the job site:

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<tr>
<td>Ross Building Department</td>
<td>San Anselmo Building Division</td>
<td>Ross Valley Fire Department Administrative Office</td>
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Fire Department comments are routed to the Town Building Department. Staff will contact you when all reviews are complete.

Once building begins, an approved Town-stamped set of plans must be kept on-site.

Completed plans are required to be picked-up at the Ross Valley Fire Department Administrative Office.

Once building begins, an approved Ross Valley Fire Department stamped set of plans must be kept on-site.

### Scheduling Inspections
To schedule an inspection, please email: prevention@rossvalleyfire.org

Committed to the protection of life, property, and environment.
Fire Department Permits

Certain projects require additional fire permits. To determine if your project requires additional fire permits, please review the conditions of approval on your Building Permit or consult with your building architect/professional.

If required, all plans are submitted to RVFD Administrative Office.

Visit

Ross Valley Fire Department Administrative Office

Fire Sprinklers  Fire Alarms  Private Fire Mains

Vegetation Management Plans  Special Hazards

To schedule an inspection please email: prevention@rossvalleyfire.org

Committed to the protection of life, property, and environment.