



**San Ramon Valley Fire Protection District
Fire & Life Safety Division**

1500 Bollinger Canyon Road, San Ramon, CA 94583
925.838.6600 www.firedepartment.org

APPLICATION FOR PLAN REVIEW

EFFECTIVE DATE: July 1, 2019

REQUIRED FOR ALL DEFERRED SUBMITTALS

FIRE CONSTRUCTION PERMIT #

PROJECT INFORMATION

New Submittal Deferred Submittal Re-Submittal

PROJECT/RESIDENCE NAME		APN	
PROJECT ADDRESS	CITY	ZIP	
OCCUPANCY CLASS	SQUARE FOOTAGE	FIRE SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO	FIRE ALARM <input type="checkbox"/> YES <input type="checkbox"/> NO

SUBMITTED BY

SUBMITTED BY		APPLICANT MOBILE NUMBER	APPLICANT PHONE NUMBER	
APPLICANT NAME	BUSINESS NAME			
BUSINESS ADDRESS	CITY	STATE	ZIP	
APPLICANT E-MAIL ADDRESS	CONTRACTOR LICENSE #		LICENSE EXPIRATION DATE	

PROJECT DESCRIPTION

ENTER A DESCRIPTION OF THE PROJECT		
FOR ALL FIRE SPRINKLER AND FIRE ALARM SUBMITTALS	NUMBER OF NEW/MODIFIED SPRINKLER HEADS	NUMBER OF NEW/MODIFIED FIRE ALARM DEVICES

ELECTRONIC SUBMITTAL INSTRUCTIONS

1. Complete the Application for Plan Review (save a copy of the PDF form to your computer so when you fill it out you can save the data). An application is required for all submittals.
2. Combine the Application for Plan Review and the plans you wish to submit as a single PDF and upload to the link that was provided to you by our Front Desk Staff. Any additional information such as calculation sheets, cut sheets, etc. should be uploaded with the application and plans as a single PDF document. This will ensure your submittal packet will stay together and documents will not get lost. You can use the same link to submit for any future projects or submittals.
3. Once your plan submittal packet is received and processed, an invoice will be e-mailed to you. Invoices can be paid with a credit card by visiting www.firedepartment.org. Please make sure to pay your invoice immediately so the plan review can be completed.