



NOVATO FIRE PROTECTION DISTRICT

FIRE PREVENTION DIVISION

95 Rowland Way, Novato, CA 94945 | Phone: (415) 415-878-2623 | prevention@novatofire.org | www.novatofire.org

PLAN CHECK APPLICATION

Please complete the application with all the information requested. Please **print** clearly.

PROJECT INFORMATION:

Project Address: _____ City: _____

Type of Property (*please choose one*): _____ A.P.N: _____ - _____ - _____

Type of Project (*please choose the one that best describes your project*):

Type of Construction: Type _____ Class _____ Existing Fire Sprinkler System?: Yes _____ No _____

OWNER INFORMATION:

Property Owner Name: _____ Email: _____

Owner Address: _____ Suite/Apt #: _____

City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____

APPLICANT INFORMATION: *Please check if owner is the applicant*

Applicant Name: _____ Email: _____

Type of Applicant (*please choose one*):

Applicant Address: _____ Suite/Apt #: _____

City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____

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

1. Fire Sprinkler/Underground/Fire Alarm/Pre-Engineered Systems Inspection (Commercial & Residential)
2. Final Inspection (Commercial and Residential)

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

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 cannot 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 Plan Check fee is required to renew the existing Permit Number.

Applicant's Name (print)

Applicant's Signature

FOR DEPARTMENT USE ONLY

Permit Type: _____ Date Received: ____ / ____ / ____ Received By: _____

Fee Amount: \$ _____ Paid By: _____ Date Paid: ____ / ____ / ____ Method: _____

Review Completed by: _____ Date Completed: ____ / ____ / ____

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