



# 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 [smfdccrrdofticesupport@metrofire.ca.gov](mailto:smfdccrrdofticesupport@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)    \_\_\_ XPD (Expedited)

**RESIDENTIAL PLAN TYPES (Check *only* one):**

- \_\_\_ COR Cert. of Release **TOTAL Sq Ft** \_\_\_\_\_  
**(Home - New or Addition)**
- \_\_\_ EPR Engineering Site w/approved COR
- \_\_\_ KXL Knox Lock Application
- \_\_\_ LFD Large Family Day Care (Rancho Cordova / Citrus Heights)
- \_\_\_ LPR Residential Propane - # of Tanks \_\_\_\_\_
- \_\_\_ RCF Residential Care Facility
- \_\_\_ SIR Solar Panel – Residential
- \_\_\_ 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
- \_\_\_ **OTHER** \_\_\_\_\_

**COMMERCIAL PLAN TYPES (Check *only* one):**

**CONSTRUCTION**

**New Building**

\_\_\_ NBP New Building- **TOTAL Sq Ft** \_\_\_\_\_

**Tenant Improvement**

\_\_\_ BCF Basic Construction Fee  
\_\_\_ RAC High Piled Storage Plans Sq Ft \_\_\_\_\_  
\_\_\_ TIP Tenant Improvement/Remodel  
**TOTAL Sq. Ft.** \_\_\_\_\_

**CIVIL ENGINEERING (SITE PLAN)**

\_\_\_ EPK Engineering Site w/KNOX (gates, etc)  
\_\_\_ EPP Engineering Site w/3 or less hydrants  
\_\_\_ EP3 Engineering Site w/4 or more hydrants  
**# Hydrants** \_\_\_\_\_  
\_\_\_ EPS Engineering Site – Public Schools  
\_\_\_ TST Temporary Sales Trailer

**FIRE ALARM SYSTEMS**

\_\_\_ FAA Fire Alarm (Apartments Only) -# **Devices** \_\_\_\_\_  
\_\_\_ FAL Fire Alarm System – # **Devices** \_\_\_\_\_  
\_\_\_ FTP Flow and Tamper Alarm

**FIRE SPRINKLER SYSTEMS**

**Systems involving hydraulic calculations are considered “NEW” systems.**

**New Building / New System / Paint Spray Booth**

\_\_\_ SFP Stationary Fire Pump  
\_\_\_ SPA New Fire Sprinkler System 1- 99 sprinklers  
\_\_\_ SPB New Fire Sprinkler System 100 – 199 sprinklers  
**# Risers/Floors** \_\_\_\_\_  
**(Apartments Exempt)**  
\_\_\_ SPC New Fire Sprinkler System > 199 sprinklers  
**# Heads** \_\_\_\_\_, **# Risers/Floors** \_\_\_\_\_  
**(Apartments Exempt)**

**Tenant Improvement – Existing System with Changes**

\_\_\_ STP Fire Sprinkler Systems 1- 50 sprinklers  
\_\_\_ STT Fire Sprinkler Systems > 50 sprinklers  
**# Heads** \_\_\_\_\_, **# Risers/Floors** \_\_\_\_\_

**FIRE SUPPRESSION SYSTEMS**

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

**LIQUID & COMPRESSED GASES**

\_\_\_ CGH Compressed Gas HAZARDOUS  
\_\_\_ CGM Compressed Gas MEDICAL

**TANKS**

\_\_\_ AGT Aboveground Commercial - # of Tanks \_\_\_\_\_  
(Flammable/Combustible Liquids, Generators)  
\_\_\_ EVR Enhanced Vapor Recovery - # of Tanks \_\_\_\_\_  
\_\_\_ LPG Commercial Propane - # of Tanks \_\_\_\_\_  
\_\_\_ UGT Underground Propane - # Tanks \_\_\_\_\_

**MISCELLANEOUS**

\_\_\_ AMR Alternative Method Request/Appeal  
\_\_\_ AWY Automobile Wrecking/Junk Yard  
\_\_\_ CEL Cell Tower (outside, roof, pole, etc.)  
\_\_\_ DRC Design Review Conference # **Hours** \_\_\_\_\_  
\_\_\_ FHT Flow Hydrant Test  
\_\_\_ FIF Fire Impact Fees (Placer Co. Only)  
\_\_\_ FWK Fireworks Aerial Display  
\_\_\_ HHH Haunted House  
\_\_\_ KIO Kiosks, booths, concessions in mall (temp)  
\_\_\_ KXL Knox Lock Application  
\_\_\_ PBP Paint/Spray Booth (Fire Protection System required)  
\_\_\_ SIC Solar Panel – Commercial  
\_\_\_ SIG Solar Panel – Ground  
\_\_\_ TBU Temporary Building Use - # **Hours** \_\_\_\_\_  
\_\_\_ **OTHER:** \_\_\_\_\_