

Fire Department Planning Review Process

Visit
Your Local Planning Department



Ross Planning
Department



San Anselmo
Planning Department



Marin County Community
Development Agency
Planning Division



Fairfax 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

Projects Ready for Building Department Review	Projects Requiring Planning Review
<p>You are ready to visit your local <i>Building Department</i>.</p>	<p>If the local <i>Planning Department</i> requires fire involvement in the planning stage, they will route a copy of your plans to <i>Ross Valley Fire Department</i> personnel for review.</p> <p>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.</p>





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*



Submission Guide			
Ross	San Anselmo	Sleepy Hollow	Fairfax
Visit	Visit	Visit	Visit
			
Ross Building Department	San Anselmo Building Division	Marin County Building & Safety Division	Fairfax Building Division
Submit Fire Department Forms Directly to the Building Department, including:		Obtain at County Building Department:	Obtain at Fairfax Building Division:
<ul style="list-style-type: none"> + Completed <i>RVFD Plan Submittal Form</i> + 1 set of architectural plans (wet stamped and signed) + \$220 check made out to RVFD for the plan review fee 		<ul style="list-style-type: none"> + <i>A Fire Jurisdiction Transmittal Form</i>: for issuing and releasing holds on building permits + <i>County Date Stamps</i> on at least 2 sets of plans 	<ul style="list-style-type: none"> + <i>Fairfax Date Stamps</i> on at least 2 sets of plans

Visit



Ross Valley Fire Dept
Administrative Office

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

Visit



Ross Valley Fire Dept
Administrative Office

Submit

Fire Dept Forms

- + Complete *RVFD Plan Submittal Form*
- + 2 sets of architectural plans (wet stamped and signed by the designer) and date stamped by the Fairfax 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:

Visit



Ross Building
Department

Visit



San Anselmo
Building Division

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.

Visit



Ross Valley Fire Department
Administrative Office

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

Fire Department Permits

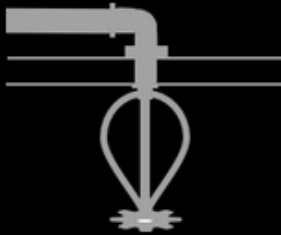
Certain projects require additional fire permits. To determine if your project requires additional fire permits, please review the *conditions of approval* on your Building Permit or consult with your building architect/professional.

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

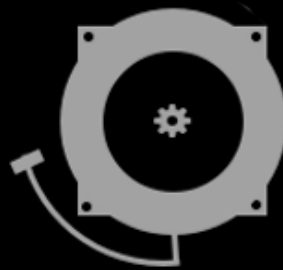
Visit



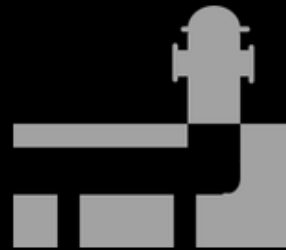
**Ross Valley Fire Department
Administrative Office**



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.

SAN ANSELMO • FAIRFAX • SLEEPY HOLLOW