

# Permit Application Packet



Underground Fire Lines  
Fire Sprinkler Systems  
Fire Alarm Systems  
Commercial Hood Systems  
Chemical Extinguishing Systems  
Title 19 – 5 Year Testing  
Title 19 – Annual Fire Pump Testing



Paso Robles Department of Emergency Services

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To: Contractors and/or Individuals Submitting for Fire Permits  
From: Randy Harris, Battalion Chief  
Subject: Submission Requirements  
Date: July 1, 2018

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This application packet shall apply with regard to all plan reviews and permit issuance for the following;

- Underground Fire Lines
- Fire Sprinkler Systems
- Fire Alarm Systems
- Commercial Hood Systems
- Chemical Extinguishing Systems
- Title 19 – 5 Year Testing
- Title 19 – Annual Fire Pump Testing

**A separate permit must be obtained for each type of system.**

Completed application packets may be submitted in person to our office during normal business hours (Public Safety Center, enter at the corner of 10<sup>th</sup> and Park Street) or mailed to:

El Paso de Robles Department of Emergency Services  
Attention: Fire Marshal  
900 Park Street  
Paso Robles, CA 93446

Please ensure that your application is complete and submittals contain the information required below. We are not able to process incomplete applications; incomplete packets will be returned to sender and will delay processing time.

Contractors must have a valid California contractor's license and a current El Paso de Robles business license.

Individuals applying as an Owner-Builder must read and sign the "Notice to Property Owners" (Pages 5 & 6)

**Underground Fire Lines**

1. Completed application (Page 4)
2. Completed legal declaration (Page 7)
3. Device Calculation (Page 9)
4. Three (3) sets of underground line drawings compliant with NFPA 24, Chapter 4.

**Underground Fire Lines may require up to 30 days for review and permit issuance.**

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**Effective July 1, 2018**

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### **Fire Sprinkler Systems – Commercial/Industrial**

1. Completed application (Page 4)
2. Completed legal declaration (Page 7)
3. Owner's Information Certificate (Page 8)
4. Device Calculation (Page 9)
5. Three (3) sets of sprinkler system drawings compliant with NFPA 13, Chapter 22.
6. Two (2) sets of hydraulic calculations.

### **Fire Sprinkler Systems -Residential**

1. Completed application (Page 4)
2. Completed legal declaration (Page 7)
3. Owner's Information Certificate (Page 8)
4. Device Calculation (Page 9)
5. Three (3) sets of sprinkler system drawings compliant with NFPA 13, Chapter 22.
6. Two (2) sets of hydraulic calculations.

**Note:**

Passive purge fire sprinkler systems serve a single toilet in addition to the fire sprinklers. The toilet shall be on a remote portion of the sprinkler system or be designed as a loop so that the water moves through a majority of the fire sprinkler system piping when the toilet is flushed. Passive purge system non-metallic pipe and fittings shall be designed to withstand a working pressure of not less than 130 psi (8.9 bars) at 120 degrees (49C).

Contact the Paso Robles Water Division at 805-237-3866 to obtain high and low pressures during the design phase. Include freeze protection for all residential fire sprinkler piping. A residential sprinkler system flow test is required at time of rough inspection.

**Fire sprinkler systems may require up to 30 days for review and permit issuance.**

### **Fire Alarm Systems**

1. Completed application (Page 4)
2. Completed legal declaration (Page 7)
3. Device Calculation (Page 9)
4. Three (3) sets of drawings compliant with NFPA 72 and California Fire Code, 2016 Edition, Section 907.

**Fire alarm systems may require up to 30 days for review and permit issuance.**

### **Commercial Hood Systems**

1. Completed application (Page 4)
2. Completed legal declaration (Page 7)
3. Device Calculation (Page 9)
4. Three (3) sets of drawings compliant with California Fire Code, 2016 Edition, Section 907.

**Commercial hood systems may require up to 30 days for review and permit issuance.**

### **Chemical Extinguishing Systems**

1. Completed application (Page 4)
2. Completed legal declaration (Page 7)
3. Device Calculation (Page 9)
4. Three (3) sets of drawings compliant with California Fire Code, 2016 Edition, Section 907.

**Chemical extinguishing systems may require up to 30 days for review and permit issuance.**

### **Title 19 – 5 Year Testing**

1. Completed application (Page 4)
2. Completed legal declaration (Page 7)

### **Title 19 – Annual Fire Pump Testing**

1. Completed application (Page 4)
2. Completed legal declaration (Page 7)

**We are not able to accept incomplete application submittals.**

**Permit fees are due at the time of submission.**

If you have questions regarding the permit process, please contact the Emergency Services Department at 805-237-7560.



Paso Robles Department of Emergency Services

**Application for Fire Permit**

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Owner(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Agent for Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Agent's Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Project Address: # \_\_\_\_\_ Street \_\_\_\_\_ Lot \_\_\_\_\_ Tract \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

General Contractor Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CONTRACTOR PERFORMING ACTUAL WORK**

Contractor Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

State License Number: \_\_\_\_\_ License Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City of Paso Robles Business License Number: \_\_\_\_\_

**PROJECT INFORMATION:** PROPOSED USE: \_\_\_\_\_ PROJECT VALUE: \$ \_\_\_\_\_

|                                |                       |       |                                  |
|--------------------------------|-----------------------|-------|----------------------------------|
| <b>PERMIT REQUESTED:</b> _____ | Underground Fire Line | _____ | Fire Sprinkler System            |
| _____                          | Fire Alarm System     | _____ | Chemical Fire Suppression System |
| _____                          | Hood System           | _____ | Title -19 Testing                |

**TOTAL SQUARE FEET OF BUILDING:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

APPLICATION RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Permit No. F** \_\_\_\_\_

(This form to be completed when there is no licensed Contractor doing the job listed on the Permit Application.)

## **Notice to Property Owner**

### **Dear Property Owner:**

An application for a fire permit has been submitted in your name listing yourself as the builder of the property improvements specified at \_\_\_\_\_.

*(Address of property)*

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder.

We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

### **OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION**

**DIRECTIONS:** Read and initial each statement below to signify that you understand or verify this information.

\_\_\_1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

\_\_\_2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

\_\_\_3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

\_\_\_4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

\_\_\_5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

\_\_\_6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

\_\_\_7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

\_\_\_8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in workmanship or material

\_\_\_9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or [www.cslb.ca.gov](http://www.cslb.ca.gov) for more information about licensed contractors.

\_\_\_10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the address listed above.

\_\_\_11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

\_\_\_12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit.

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date:

**The following person(s) have been contracted (hired) to provide the work indicated:**

| Name | Address | Phone | Type of Work | Lic/Class No. |
|------|---------|-------|--------------|---------------|
|      |         |       |              |               |
|      |         |       |              |               |
|      |         |       |              |               |
|      |         |       |              |               |
|      |         |       |              |               |
|      |         |       |              |               |

LEGAL DECLARATION

LICENSED CONTRACTORS DECLARATION:

I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 8 of the Business and Professions Code, and my license is in full force and effect.

License Number: License Class: Contractors' Name:

OWNER BUILDER CERTIFICATION:

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5 Business & Professions Code). Any city which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business & Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

I, as owner of the property, or my employees with wages as their sole compensation will do the work, and the structure is not intended or offered for sale. (Sec. 7044 Business & Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, & who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec 7044, Business & Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).

I am exempt under Section B. & P.C. for this reason

Date: Applicant Signature

WORKERS COMPENSATION DECLARATION:

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier Policy Number

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date Applicant Signature:

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEYS FEES.

CONSTRUCTION LENDING AGENCY:

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civic.)

Lender's Name Lender's Address

NOTICE:

I hereby agree to save, indemnify and hold harmless the City of El Paso de Robles and its officers, employees and agents against all liabilities, judgments, costs and expenses which may in any way accrue against the City of El Paso de Robles in consequence of the granting of this permit, and will in all things strictly comply with the conditions of the Permit, Regulations and ordinances of the City of El Paso de Robles and the laws of the State of California.

Approved plans and specifications shall not be changed, modified or otherwise altered without written authorization of the Department of Emergency Services, and all work shall be done in accordance with all applicable laws and ordinances regulating building construction.

I understand that the issuance of a permit based upon plans, specifications and other data does not give authority to violate or cancel the provisions of the state or local laws and does not prevent the City of El Paso de Robles from requiring the correction of errors, or from preventing building operations being carried on when in violation of said laws.

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Contractor, Authorized Agent or Owner (if Owner Builder) Date



**Owner's Information Certificate**

Name/Address of property to be protected with sprinkler protection:

\_\_\_\_\_  
\_\_\_\_\_

Name of Owner: \_\_\_\_\_

Existing or planned construction is:

- Fire resistive or noncombustible
- Wood frame or ordinary (masonry walls with wood beams)
- Unknown

Is the system installation intended for one of the following special occupancies?

- |                   |                              |                             |                               |                              |                             |
|-------------------|------------------------------|-----------------------------|-------------------------------|------------------------------|-----------------------------|
| Aircraft hanger   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Aircraft engine test facility | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Race track stable | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Power plant                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Airport terminal  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Water-cooling                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above is "yes," the appropriate NFPA standard should be referenced for sprinkler density/area criteria.

Indicate whether any of the following special materials are intended to be present:

- |                   |                              |                             |                                       |                              |                             |
|-------------------|------------------------------|-----------------------------|---------------------------------------|------------------------------|-----------------------------|
| Aerosol products  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Flammable or combustible liquids      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nitrate film      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Compressed or liquefied gas cylinders | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pyroxylin plastic | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Liquid or solid oxidizers             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Idle pallets      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Organic peroxide formulations         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above is "yes," describe type, location, arrangement and intended maximum quantities.

\_\_\_\_\_  
\_\_\_\_\_

Indicate whether the protection is intended for one of the following specialized occupancies or area:

- |  |                              |                             |                       |                              |                             |
|--|------------------------------|-----------------------------|-----------------------|------------------------------|-----------------------------|
| Spray area or mixing room                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Solvent extraction    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Incinerator or waste handling                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cleanroom             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Laboratory using chemicals                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Linen handling system | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Acetylene cylinder charging                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Industrial furnace    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Commercial cooking operation                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Water-cooling tower   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Class A hyperbaric chamber                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                       |                              |                             |
| Oxygen-fuel gas system for welding or cutting      |                              |                             |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Production or use of compressed or liquefied gases |                              |                             |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above is "yes," describe type, location, arrangement and intended maximum quantities.

\_\_\_\_\_  
\_\_\_\_\_

Will there be any storage of products over 12 ft. (3.6 m) in height?  Yes  No

If the answer is "yes," describe product, intended storage arrangement and height. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be any storage of plastic, rubber or similar products over 5 ft. (1.5 m) high except as described above?  Yes  No

If the answer is "yes," describe product, intended storage arrangement and height. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have knowledge of the intended use of the property and that the above information is correct.

Signature of owner's representative or agent: \_\_\_\_\_ Date: \_\_\_\_\_

Name of owner's representative or agent completing certificate (print): \_\_\_\_\_

Relationship and firm of agent (print): \_\_\_\_\_

(NFPA 13)

**This form to be submitted with new (non-T.I) Fire Sprinkler Permits only**

**DEVICE CALCULATION**

Please complete the appropriate section below and submit this form together with your Permit Application and other applicable form(s).

|                              |       |
|------------------------------|-------|
| <b>Underground Fire Line</b> |       |
| Number of Hydrants           | _____ |
| Number of Risers             | _____ |

|   |       |
|---|-------|
| <b>Fire Sprinklers</b>                    |       |
| Number of Sprinkler Heads                 | _____ |
| Number of Standpipes w/PRV (per outlet)   | _____ |
| Number of Standpipes w/o PRV (per outlet) | _____ |
| Number of Commercial Fire Sprinkler Pumps | _____ |

|                                   |       |
|-----------------------------------|-------|
| <b>Chemical Fire Suppression</b>  |       |
| Number of Restaurant Hood Systems | _____ |
| Number of Clean Agent Gas Systems | _____ |

|   |       |
|---|-------|
| <b>Fire Alarm System</b>                |       |
| Number of Devices                       | _____ |
| Fire Sprinkler Supervision / Monitoring | _____ |