



FORM 610 FIRE PERMIT APPLICATION

PLEASE NOTE: THIS FORM MUST BE PRINTED ON LEGAL-SIZED PAPER

The information below is intended to assist in completing the fire permit application and ensuring all necessary steps are completed.

A completed Fire Permit Application – VCFD Form 610 is required to be submitted to the Ventura County Fire Protection District (Fire District) if you intend to do any of the following:

- Construct a new building
- Construct an addition(s) to an existing building (includes additional stories and mezzanines)
- Change the occupancy/use of an existing building
- Construct and/or alter a California State Fire Marshal regulated occupancy (A, E, H, I, L, R-1 and R-2)
- Construct and/or alter a fire protection system (fire sprinklers, fire alarm, hood systems, fire hydrants, etc.)
- Conduct an operation requiring a construction or an operational fire code permit by the Ventura County Fire Code
- Construct a fire apparatus access road or portion thereof and/or gates across such road.

Business/Property Owner / Licensed and/or Registered Professional Submittals:

The following is a guide to submitting a project to the Fire District as the property owner or a licensed contractor.

Step 1 – Evaluate project and determine the required forms and plans needed for submittal.

Step 2 – A completed Fire-flow Verification Form – VCFD Form 625 shall be submitted with the Fire Permit Application for construction of all new buildings and/or additions to an existing building. If not submitting for construction of a new building and/or additions to an existing building, proceed to Step 3.

Note: VCFD Form 625 shall be completed by the water purveyor serving the project site. An approved Water Availability Letter (WAL) shall be on file with the County Public Works Department for the water purveyor before this form can be submitted to the Fire District. To check the status of a water purveyor, contact the Fire Prevention counter at (805) 389-9738.

Step 3 – Submit a completed Fire Permit Application – VCFD Form 610 and all applicable forms, plans and information required to complete the review of the project.

Step 4 – Pay all applicable fees at the time of submittal. The current Fire District fee schedule is available at www.vcfd.org.

Authorized Agent Submittals:

The following is a guide to submitting a project to the Fire District as an authorized agent of the property owner or a licensed contractor.

Step 1 – The property owner or licensed/registered professional shall complete the Authorized Agent section located on page 2 of this form. The completed form shall be submitted with the fire permit application. Please note that signature verification is required as indicated at the bottom of page 2.

Step 2 – Complete steps 1 through 4 as outlined in the section above.

VCFPD - AUTHORIZED AGENT

I declare under penalty of perjury that I am the ☐ **business/property owner** **licensed/registered professional** for the project being submitted and I personally filled out the below information and certify its accuracy. Further, I agree that I and my agent will comply with all applicable city and county ordinances and state laws relating to the permit being applied for.

Project Information				
Address: _____				
City: _____	State: _____		Zip: _____	
APN: _____	Tract #: _____	Lot #: _____	Planning #: _____	

Business / Property Owner Information				
Name: _____				
Address: _____				
City: _____	State: _____		Zip: _____	
Phone: _____	Email: _____			

Licensed/Registered Professional Information				
Name: _____			License #: _____	
Company Name: _____				
Phone: _____	Email: _____			

Authorized Agent Information				
Name: _____				
Address: _____				
City: _____	State: _____		Zip: _____	
Phone: _____	Email: _____			

The individual listed above as the authorized agent is hereby authorized to apply to the Ventura County Fire Protection District for a fire permit on behalf of the above identified owner/licensed/registered professional. I understand it is my responsibility to provide a copy of this form with each fire permit application. If a copy of this form is not provided at the time a fire permit application is filed, an agent of the above identified owner/licensed/registered professional may not apply for a fire permit.

Signature of Owner/Licensed or Registered Professional

Date

Signature verification may be accomplished by submitting the following:

- Business/Property Owners** shall submit a copy of a current driver’s license or other official form of identification containing your signature. A notarized letter verifying your signature may also be submitted in place of the official form of identification.
- Licensed/Registered Professionals** shall submit a copy of a current driver’s license or other official form of identification containing your signature. Licensed contractors shall also submit a copy of their contractor’s pocket card. Licensed/Registered architects/engineers shall submit a copy of their professional stamp. A notarized letter verifying your signature may also be submitted in place of these items.



Applicants, please fill out the front page of this form ONLY. Complete all information in its entirety and be as specific as possible. Required fields are denoted by an asterisk * Please Note: This is an application only and does not constitute the issuance of a Fire Permit. For all new construction applications, attach Form 625 Fire-Flow Verification Report.

* APPLICANT CONTACT INFORMATION	
* Applicant Name:	* Company/Business:
* Mailing Address:	* City, State, Zip:
* Phone #:	Alternate Phone #:
* Email:	

New Construction or Change of Use	Fire Protection Systems (Fire sprinklers, Fire Alarm, Hood System, etc.)
Fire Code Operational Permit	Plan Review (State Regulated Occupancies)
Other Plan Review:	

* PROJECT INFORMATION		
Project / Business Name:		APN:
Address:		City:
Suite #:		Tenant Name (if applicable):
Project Description:		
BUSINESS / PROPERTY OWNER INFORMATION		
Owner:	Company Name:	Phone:
Address:	City, State, Zip:	
Email:	Fax #:	
PROFESSIONAL CONTACT INFORMATION		
Contractor / Architect / Engineer:	Company Name:	* License #:
Address:	City, State, Zip:	
Email:	Phone #:	Fax #:
FACILITY CONTACT INFORMATION (OPERATIONAL FIRE CODE PERMITS ONLY)		
Contact Name:	Phone #:	Email:
Address:	City, State, Zip:	
After Hours Emergency Phone Number:		

I have read this permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to this permit. I authorize representatives of this agency to enter the above identified property for inspection purposes.

***Note:** Applicant's other than the business/property owner or licensed/registered professional shall complete the authorized agent section of this application. (located on page 2)

<u>BUILDING CONSTRUCTION DATA:</u>		
Construction Type: _____ Occupancy Classification: _____		
Proposed Sqft. _____ Existing Sqft. _____ Number of Stories: _____		
Existing Building has Automatic Fire Sprinklers Installed _____ Manufactured Home _____		
<u>ENGINEERED SYSTEMS:</u>		
<u>Residential Sprinklers (13D)</u>	<u>Commercial Sprinklers (13 and 13R)</u>	<u>Fire Alarm Systems</u>
Custom sqft: _____	Overhead Only (Enter sqft below) _____	# Initiating devices: _____
Manufactured _____	Underground Only _____	
Alteration, # heads: _____	Overhead and Underground _____	<u>Hood / Spray Booth</u>
Private Water System _____	Building sqft: _____	# Nozzles: _____
	T.I. with plans, # heads: _____	
<u>BUILDING OCCUPANCY PLAN REVIEW:</u>		
"A" – Assembly sqft: _____	"E" – Educational sqft: _____	
"H" – Hazardous sqft: _____	"I" – Institutional sqft: _____	
"R-1" – Hotel(s) sqft: _____	"R-2" – Apartments sqft: _____	
<u>REQUIRED PLAN REVIEW:</u>		
Fire Hydrant Location _____	Photovoltaic / Energy Storage Systems _____	
Fire Department Access / Gates _____	Licensed Care Facility _____	Other: _____
<u>OPERATIONAL FIRE CODE PERMITS:</u>		
Aerosol Products _____	Amusement Buildings _____	Aviation Facilities _____
Carbon Dioxide Systems _____	Carnivals and Fairs _____	Cellulose Nitrate Film _____
Combustible Dust _____	Combustible Fibers _____	Compressed Gases _____
Covered / Open Mall Buildings _____	Cryogenic Fluids _____	Cutting and Welding _____
Dry Cleaning _____	Exhibits and Trade Shows _____	Explosives _____
Fire Hydrants and Valves _____	Flammable / Combustible Liquids _____	Hazardous Materials _____
HPM Facilities _____	High-Piled Storage _____	Hot Work Operations _____
Industrial Ovens _____	Lumber Yards / Woodworking _____	LP-Gas _____
Liquid or Gas Fueled Vehicles in Buildings _____	Magnesium _____	Miscellaneous Combustible Storage _____
Motor Fuel Dispensing Facilities _____	Open Burning _____	Open Flames and Torches _____
Open Flames and Candles _____	Organic Coatings _____	Places of Assembly _____
Plant Extraction Systems _____	Pyrotechnic Special Effects Material _____	Pyroxylin Plastics _____
Refrigeration Equipment _____	Repair Garages _____	Rooftop Heliports _____
Spraying or Dipping _____	Storage of Scrap Tires and Byproducts _____	Temporary Membrane Structures _____
Tire Rebuilding Plants _____	Waste Handling _____	Wood Products _____
Additional Permits 105.6.51 _____	Other: _____	

(OFFICIAL USE ONLY)

Record Number: _____	
Payment Received: _____	Date Paid: _____
Received By: _____	