

## **ELECTRONIC FIRE PLAN REVIEW INSTRUCTION FOR CUSTOMERS**

**(Revised 3-22-21)**

Citizen Portal Registration is required before starting the electronic submittal process. See Citizen Portal instructions if you have not already registered. You cannot submit any plans until registration is complete.

After registering, log into the link below. Make sure you log in every time you go into the link below or you will not be able to see everything and/or add or download attachments.

**If you do not complete your registration before submitting plans, your Licensed Professional information will not show up and you will not be able to move forward in the data base submittal process.**

The Citizen Portal <https://citizen.srcity.org/CitizenAccess/Default.aspx>

Below is the list of Categories for the Fire Department. A separate sheet is provided with a breakdown of the subcategories in order to identify which selection to pick for your plan review submittal.

### **Fire**

- CUPA Aboveground Storage Tank Permit
- CUPA Hazardous Materials Permit
- CUPA Underground Storage Tank Permit
- Fire Alarm System Permit
- Fire Construction
- Fire Consultation
- Fire Protection Permit
- Fire Sprinkler Permit
- Limited Term Permit

When starting a new Record, you will be required to attach a separate PDF of the **Fire Permit Application** and a separate PDF of the **Plans Submittal (construction plans)**, cut sheets and calcs if applicable in order to complete the process. The system will not let you submit without adding the attachments. The portal will give you a permit number when the process is complete. **Write down the F permit number for reference.** The Fire Department will then review your Pending submittal. If your submittal is Incomplete, you will be notified by email of missing requirements. If everything is in order, the appropriate fees will be added. You will receive an email when the fees have been assessed. You can then pay online with a credit. (This does not mean your permit is Issued).

Only the people on the account can see the “Documents” loaded. If you are having problems seeing documents, make sure you are logged in. If you have multiple people from your business with separate accounts entering plans submittals, they will only be able to process and upload their own submittal documents. **It is suggested companies with multiple employees entering submittals have a general registration log in so everyone in the company can see the Documents.**

## **RESUBMITTALS AND AS-BUILTS**

Resubmittals and As-Builts can be loaded by searching for the existing permit number and loading the Resubmittal Application and Documents to the existing record aka permit number. Make sure you are logged in. **Do not create a new record.** **Email the office when you have loaded Resubmittals or As-Builts as the data base does not notify us.** Plans are reviewed in the order they are received. Same standard turnover times apply.

## **HELPFUL HINTS**

Some helpful hints that will keep your submittals moving along and decrease delays.

**Looking for an address or parcel number, check the links below:**

**GIS Maps** (checking jurisdictions, Tubbs fire areas, parcel info, etc.):

<https://maps.srcity.org/Html5Viewer/Index.html?viewer=parcel&Center=6375999,1920000>

**To check on permit updates/progress use the link below:**

<http://ws.srcity.org/pwmaps/permitsearch.aspx>

Less is more when entering an address. Try just putting in the street number and the street name and then search. Sometimes too much information complicates the search. Make sure you are spelling the street correctly.

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**When using the Online Portal for submittal make sure you check the correct category link**

- CUPA Aboveground Storage Tank Permit
- CUPA Hazardous Materials Permit
- CUPA Underground Storage Tank Permit
- Fire Alarm System Permit
- Fire Construction
- Fire Consultation
- Fire Protection Permit
- Fire Sprinkler Permit
- Limited Term Permit

**Example:**

Do not click on Fire Protection Permits when you are submitting Fire Sprinklers. If your entry is entered into the wrong Category, we cannot change it internally. It will be Withdrawn, an email will be sent to you notifying you of said and you will be required to re-enter it into the correct Category.

**Please PDF documents as not all scanned versions come through.**

To help keep consistency below is an example of how to enter information:

**Example:**

**Application Name:** Smith Residence - Fire Sprinkler Install 13D

**Detailed Description:** Fire Sprinkler Install 13D – Smith Residence - 1234 Circadian Way

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You cannot put two submittals together in one record. For example: you cannot submit fire sprinkler plans and fire underground plans as a fire sprinkler submittal. They are two separate submittals. One would be entered as a Fire Sprinkler and the other would be entered as a Fire Protection.

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If you already have a Record started and have received the Record number (Example F21-0106), do not create a new record.

If you need to load more documents, redo your application, pay a fee, etc.; search for the existing Record/Permit number, pull it up and Add or Edit Documents. Make sure you are logged in.

**The only time a New Record is required is if the old one was Withdrawn or Closed.**

Please check the link below before submitting your plans. This link will provide the required Building Dept number for your Fire Department Application as well as identify the correct address/parcel number.

**A hard copy PDF Application is required for any and all submittals (Initial, Resubmittal, As-Builts, Electronic submittals, etc). We cannot process your plans without one. All applications need to be fully filled out.** This webpage has the current application <https://srcity.org/546/Fire-Life-Safety-Plan-Review-Division>

### **DUPLICATED SUBMITTALS**

The link below will show any Fire Permit numbers if you have already submitted plans for the specified address. The system does not flag duplicate submittals. If you already have submitted plans and/or have an issued permit for one address and submit plans again for the same address, the system does not flag duplicates. If fees have been assessed and paid, it can take a couple of months for reimbursement as it requires multiple departments for the refund process. You will also be charged Administration time for the duplicated work performed which will be deducted from your refund. <http://ws.srcity.org/pwmaps/permitsearch.aspx>

### **DOCUMENT LOADING**

Reduce the amount of documents you are loading. The more separate documents you load the longer it takes the plan reviewer. Example: if you are submitting sprinkler plans you should only have 4 documents loaded:

- Application
- Plans
- Calcs
- Cut Sheet/Specifications

Make sure your plans are loaded into Landscape version and the other documents are Portrait. PLEASE keep the names of the uploaded documents simple like the above sample.

### **FEES**

An email will be sent to the customer at the time the plan submittal has been "Applied". Customers can check the Online Portal account at any time and check for outstanding fees. They will need to be paid before a permit can be issued. It requires a credit card to pay. The system will not let us issue the permit without the fees being paid in full.

### **TURNOVER TIMES**

Plan submittals are running a **minimum of 60 working days**. Depending on the amount of submittals coming in, due dates change. Because of overwhelming emails regarding updates, responses will be limited to the submitting parties only, on a limited bases. Use the permit update link provided herein to track your permit.

### **SUBMITTAL UPDATES**

Please do not continually call or email asking when your submittals will be done. We are doing our best to keep the process moving along. Responding to continual requests for updates slows down the ability to get work processed

in a timely manner. The Fire Department currently has one full time Plan Reviewer and one full time Permit Technician. The Plan Reviewer reviews the plan submittals. The Permit Technician does not review plans.

The link below provides you with permit(s) updates.

**Permit Updates link: (to check on the progress of your permits)**

<http://ws.srcity.org/pwmaps/permitsearch.aspx>

**Search By Address** Enter Address on right hand side of screen (example: 3509 View Ct) do not expand on address.

- Click on Parcel Report
- Scroll down page to see all the permits for this location
- Fire permit are at the bottom
- Click in “Show Detailed Timeline” to see workflow details

### **APPROVED/DENIED/ISSUED PERMITS**

When plans have been reviewed, you will receive an email specifying the permit number and whether they have been approved with an issued permit or not approved. You will need to log into the Citizen Portal to review and print your permit, comments and plans. A copy of each is required at time of inspection. For Not Approved Plans, see **Resubmittals and As-Builts**.

Search for the permit number in the upper right-hand corner or go to your “Collections”. Click on the Permit number. Once you are in the individual permit record, click on the “Record Info” tab and then click on “Attachments”. Once the “Attachments” page is opened click on the “Name” PDF file to open upload the plans, comments and permit, if applicable, and print.

### **WORKFLOW DEFINITIONS**

- **Pending** = entered into the system by customer; not processed in yet by Fire Dept
- **Applied** = in the que for the Plan Reviewer to review (but not reviewed yet; plans are reviewed in the order they are received by submittal date)
- **Denied** = plans were not approved and corrections need to be made to the plans per Plan Reviewer comments
- **Approved** = plans are approved; permit is not issued yet
- **Issued** = permit has been issued and project can move forward
- **Finald** = project is completed; permit is closed

### **INSPECTIONS**

Permit Issued plans can be called in for inspection at (707)543-3006. You will need your permit number and inspection code. The system gives you the next available date. **An Inspector will be assigned the morning of and call you directly to schedule a time.**

Thank you.