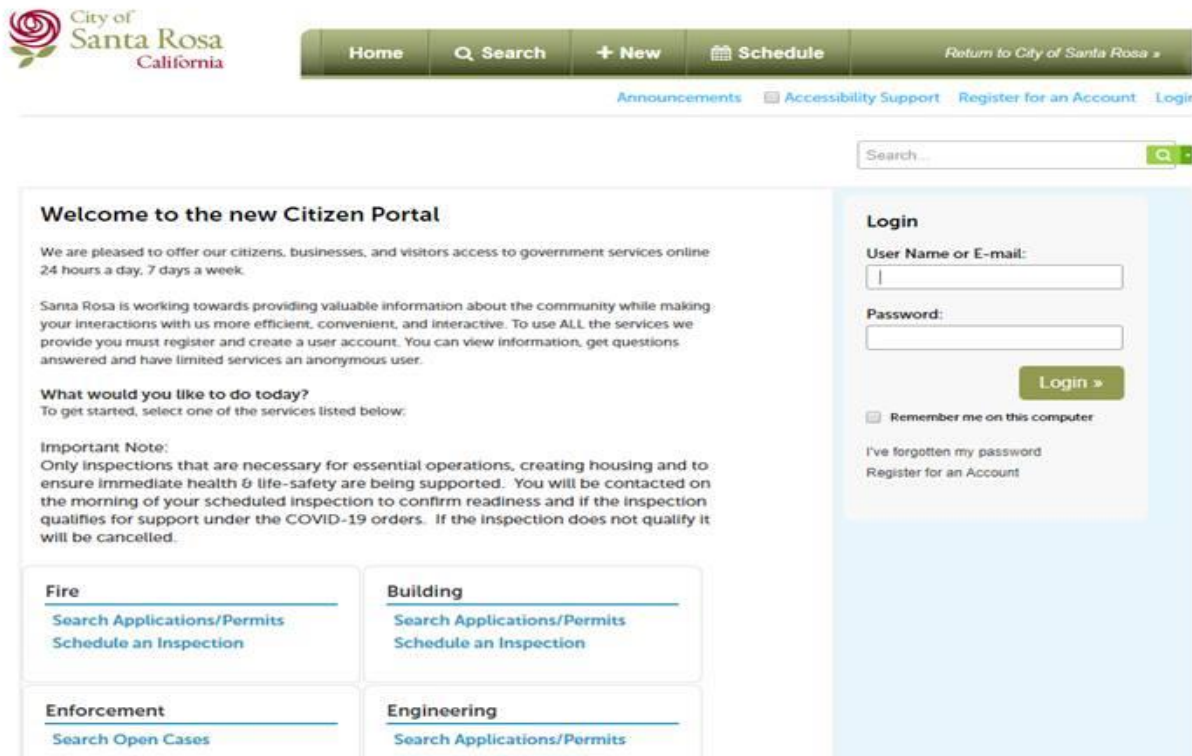


CITY OF SANTA ROSA FIRE DEPARTMENT – CITIZEN PORTAL REGISTRATION

In order to submit electronic plan reviews for the Fire Department, you will need to sign up. See instructions below.

Click on the link below:

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



1. Register for an Account
 - a. Click on link at top right-hand corner of screen
2. Account Registration Step 1
 - a. Read disclaimer and put a check in the box “I have read and accepted the above terms”
 - b. Click on “Continue Registration”
3. Account Registration Step 2
Enter/Confirm Your Account Information
 - a. Fill in information
4. Contact Information (required)
 - a. Click “Add New”
 - b. Fill in your personal information
 - c. Click on “Continue”

5. Add Licensed Professional if applicable (Contractor License Info)
6. Click “Continue Registration”
7. Complete your registration by emailing your Contractor’s License card, Workers’ Compensation Insurance Certificates and City of Santa Rosa Business Tax Certificate to FDPermits@srcity.org. Do not just type the information in the email; PDF copies of documents are required. If you do not have a City of Santa Rosa Business Tax Certificate or need to renew, click here <https://santarosa.hdlgov.com>
8. If you do not complete your registration before submitting plans, your Licensed Professional information will not show up when you try to enter a plan submittal into the data base.
9. The only exemptions to this rule are individuals who are applying for Limited Term Permits specified below. Only Contact information is required.
 - Limited Propane Permit
 - Place of Assembly – Special Event
 - Tent Permit
 - Fireworks Public Display
 - Fireworks Delivery
 - Explosive or Blasting Agents (for fireworks)
 - Covered Mall – Special Event
 - Model Rocket Usage
 - Bonfire - Prescribed Burns
 - Vegetation - Grazing Permit
 - Public Entertainment – Alcohol
 - CUPA