

WRITE PERMIT NUMBER(S) HERE:

700	FIRE BUILDING PROGRESS	800	AST INSTALL
702	FIRE BUILDING FINAL	802	AST REMOVAL
704	SPRINKLER PIPE INSPECTION	804	AST LINE TEST
706	SPRINKLER HYDRO STATIC TEST	806	AST MONITOR TEST
708	SPRINKLER TI	808	AST FINAL
710	SPRINKLER FINAL	810	SPCC
712	STANDPIPE PIPE INSPECTION		
714	STANDPIPE HYDRO STATIC TEST	812	UST INSTALLATION
716	STANDPIPE FLUSH/FINAL	814	UST PIPE TEST
718	KITCHEN FIXED EXTING. SYSTEM	816	UST MONITOR TEST
720	CLEAN AGENT	818	UST SPILL BUCKET TEST
722	FIRE ALARM ROUGH-IN	820	UST CLOSURE
724	FIRE ALARM TI	822	UST REMOVAL
726	FIRE ALARM FINAL	824	UST PRECISION TEST
		826	ENHANCED LINE LEAK DETECT
728	PRE LICENSURE	828	UST MODIFICATION
730	DAY CARE FORM 850	830	UST FINAL
732	CARE HOME FORM 850	832	HOIST/SUMP REMOVAL
734	HOSPITAL FORM 850	834	HOIST/SUMP FINAL
		836	HMMP/HMIS
736	MED GAS ROUGH/AIR TEST	838	CAL ARP/RMP
738	MED GAS FINAL		
740	SPECIAL EVENT (ASSEMBLY)	842	UFC HAZARDOUS MATERIALS
742	PUBLIC ASSEMBLY (NEW)	844	HAZ WASTE RECYCLER
744	SPRAY BOOTH INSTALLATION	846	HAZ WASTE GENERATOR SQ
746	PUBLIC WORKS ACCEP	848	HAZ WASTE GENERATOR LQ
748	ALARM RESET	850	TIERED PERMIT
		852	UNIVERSAL WASTE
750	TENT	854	SOIL REMEDIATION
752	NRP	856	CONFIRMATION SAMPLING
754	OTHER FIRE	858	GROUNDWATER REMEDIATION
756	UG HYDRO STATIC		
758	UG FLUSH	860	SPILL/RELEASE/PROP 65
760	UG FINAL	862	SITE CLOSURE
762	HIGH PILE INSTALL	864	ENV SITE ASSESSMENT
764	OVEN INSTALL	866	ON SITE CONSULTATION
766	LPG INSTALL	868	OTHER HAZMAT
799	FIRE FINAL	899	HAZMAT FINAL

LEGEND:

UG - UNDERGROUND

UST - UNDERGROUND STORAGE TANK

AST - ABOVEGROUND STORAGE TANK

“VelocityHall” Online Fire Inspection Request System

New as of May 1, 2008

To access the website directly go to:

www.velocityhall.com



FIRE PREVENTION BUREAU

2373 CIRCADIAN WAY

SANTA ROSA CA 95407

(707) 543-3500 (Business Office)

<http://srcity.org>

OVERVIEW

VelocityHall is an on-line system that allows customers to use the internet to request and cancel fire permit inspections.

VelocityHall is available seven days a week to request inspections.

Please Note: This is an inspection request, not a confirmation.

Please request inspections 48 hours in advance of an inspection date and time. You will then be contacted by an inspector to schedule the date and time of your inspection.

If you are unable to request an inspection the project may owe fees and/or have a “hold” or “notice” preventing the scheduling. Please call 707-543-3500 for assistance.

HOW TO REQUEST AN INSPECTION

***NOTE: Please request your inspection for the next day so we may contact you to schedule the inspection date and time. NO INSPECTIONS ON FRIDAYS.**

- Select “Check/Request Inspections” (bottom half of screen)
- Under Look up Permits/Projects select “By Permit Number” or “By Address”
- Enter Permit Number or Address
- Click Search
- Select “Schedule” next to specific inspection(s) needed
- Type email address & password to login if you are not already logged in. (If you are a new user, follow the online instructions to Register as a User.)
- Parcel Data will come up – verify it
- Appointment request will come up under Parcel Data – Select “morning” or “afternoon” with drop-down menu
- Type comments if needed
- Click “submit” when done
- Appointment Confirmation will come up
- If you are finished requesting inspections, click “Home” at the top of the screen
- Click “logout” on right side of screen

CANCELING AN INSPECTION

In order to cancel or change a scheduled inspection, it is the responsibility of the requester to provide a 24-hour advance notice. In addition, inspections requested for work which is not ready may result in the imposition of re-inspection fees.

If you must cancel an inspection please call the SFRD business office at (707) 543-3500 and leave a message with the District Inspector that the inspection was scheduled with.

IF VELOCITYHALL IS DOWN

When the computer is not in service, you may request an inspection by calling the Fire Department Administration Office at (707) 543-3500 Monday – Thursday between the hours of 8:00 a.m. – 5:00 p.m.