


July 1, 2010	<b>SANTA ROSA FIRE DEPARTMENT</b> <b>FIRE PREVENTION BUREAU</b> <b>CHECKLIST</b>
	<b>PLANNING COMMISSION REVIEW CHECKLIST</b>

<b>Address:</b>	<b>Permit #:</b>
<b>Inspector:</b>	<b>Date:</b>
<b>Inspector:</b>	<b>Date:</b>
<b>Inspector:</b>	<b>Date:</b>
<b>A-Approved; AC-Approved w/comments; I-Incomplete; D-Denied</b>	

**This Checklist outlines general requirements. Information contained herein applies to typical instances and may not address all circumstances.**

**FILE REVIEW**

1.     **Y**     **N**    **FIRE DEPARTMENT CONDITIONS** - Review Permits Plus, Office Link, and the project folder for fire department conditions.

**GENERAL REQUIREMENTS**

2.            On each Thursday, review the Planning Commission agenda for projects. [http://ci.santa-rosa.ca.us/doclib/agendas\\_packets\\_minutes](http://ci.santa-rosa.ca.us/doclib/agendas_packets_minutes)
3.            Research Permits Plus for fire department conditions or an Alternate that was issued. Use Office-Link to review the conditions.
4.            Verify conditions in Council staff report to ensure that the all project comments applied by the Fire Department are present.
5.            If all conditions are not present or have been modified, immediately contact the Planner.
6.            The Planning Department may ask that a representative of the Fire Department be present at the hearing.