

July 1, 2010	SANTA ROSA FIRE DEPARTMENT FIRE PREVENTION BUREAU CHECKLIST
	CITY COUNCIL REVIEW CHECKLIST

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

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

FILE REVIEW

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

GENERAL REQUIREMENTS

- 2. On each Thursday, review the Council agenda for projects.
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.
If conditions are not present, notify your supervisor.
- 6. The Planning Department may ask that a representative of the Fire Department be present at the hearing.