



FORM 610 FIRE PERMIT APPLICATION

PLEASE NOTE: THIS FORM MUST BE PRINTED ON LEGAL-SIZED PAPER

The information below is intended to assist in completing the fire permit application and ensuring all necessary steps are completed.

A completed Fire Permit Application – VCFD Form 610 is required to be submitted to the Ventura County Fire Protection District (Fire District) if you intend to do any of the following:

- Construct a new building
- Construct an addition(s) to an existing building (includes additional stories and mezzanines)
- Change the occupancy/use of an existing building
- Construct and/or alter a California State Fire Marshal regulated occupancy (A, E, H, I, L, R-1 and R-2)
- Construct and/or alter a fire protection system (fire sprinklers, fire alarm, hood systems, fire hydrants, etc.)
- Conduct an operation requiring a construction or an operational fire code permit by the Ventura County Fire Code
- Construct a fire apparatus access road or portion thereof and/or gates across such road.

Property Owner / Licensed and/or Registered Professional Submittals:

The following is a guide to submitting a project to the Fire District as the property owner or a licensed contractor.

Step 1 – Evaluate project and determine the required forms and plans needed for submittal.

Step 2 – A completed Fire-flow Verification Form – VCFD Form 625 shall be submitted with the Fire Permit Application for construction of all new buildings and/or additions to an existing building. This form is not required for additions to legally existing single-family dwellings and/or buildings utilizing a legally existing private water system. If not submitting for construction of a new building and/or additions to an existing building, proceed to Step 3.

Note: VCFD Form 625 shall be completed by the water purveyor serving the project site. An approved Water Availability Letter (WAL) shall be on file with the County Public Works Department for the water purveyor before this form can be submitted to the Fire District. To check the status of a water purveyor, contact the Fire Prevention counter at (805) 389-9738.

Step 3 – Submit a completed Fire Permit Application – VCFD Form 610 and all applicable forms, plans and information required to complete the review of the project.

Step 4 – Pay all applicable fees at the time of submittal. The current Fire District fee schedule is available at www.vcfd.org.

Authorized Agent Submittals:

The following is a guide to submitting a project to the Fire District as an authorized agent of the property owner or a licensed contractor.

Step 1 – The property owner or licensed/registered professional shall complete the Authorized Agent section located on page 2 of this form. The completed form shall be submitted with the fire permit application. Please note that signature verification is required as indicated at the bottom of page 2.

Step 2 – Complete steps 1 through 4 as outlined in the section above.

VCFPD - AUTHORIZED AGENT

I declare under penalty of perjury that I am the **property owner** **licensed/registered professional** for the project being submitted and I personally filled out the below information and certify its accuracy. Further, I agree that I and my agent will comply with all applicable city and county ordinances and state laws relating to the permit being applied for.

Project Information	
Address:	_____
City:	_____ State: _____ Zip: _____
APN:	_____ Tract #: _____ Lot #: _____ Planning #: _____

Property Owner Information	
Name:	_____
Address:	_____
City:	_____ State: _____ Zip: _____
Phone:	_____ Email: _____

Licensed/Registered Professional Information	
Name:	_____ License #: _____
Company Name:	_____
Phone:	_____ Email: _____

Authorized Agent Information	
Name:	_____
Address:	_____
City:	_____ State: _____ Zip: _____
Phone:	_____ Email: _____

The individual listed above as the authorized agent is hereby authorized to apply to the Ventura County Fire Protection District for a fire permit on behalf of the above identified owner/licensed/registered professional. I understand it is my responsibility to provide a copy of this form with each fire permit application. If a copy of this form is not provided at the time a fire permit application is filed, an agent of the above identified owner/licensed/registered professional may not apply for a fire permit.

Signature of Owner/Licensed or Registered Professional

Date

Signature verification may be accomplished by submitting the following:

- **Property owners** shall submit a copy of a current driver's license or other official form of identification containing your signature. A notarized letter verifying your signature may also be submitted in place of the official form of identification.
- **Licensed/Registered Professionals** shall submit a copy of a current driver's license or other official form of identification containing your signature. Licensed contractors shall also submit a copy of their contractor's pocket card. Licensed/Registered architects/engineers shall submit a copy of their professional stamp. A notarized letter verifying your signature may also be submitted in place of these items.



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Applicants, please fill out the front page of this form ONLY. Complete all information in its entirety and be as specific as possible. Required fields are denoted by an asterisk * Please Note: This is an application only and does not constitute the issuance of a Fire Permit. For all new construction applications, attach Form 625 Fire-Flow Verification Report.

* APPLICANT CONTACT INFORMATION	
* Applicant Name:	* Company/Business:
* Mailing Address:	* City, State, Zip:
* Phone #:	Alternate Phone #:
* Email:	

*** SELECT THE PERMIT BEING APPLIED FOR:**

- | | |
|--|---|
| <input type="checkbox"/> New Construction or Change of Use | <input type="checkbox"/> Fire Protection Systems (Fire sprinklers, Fire Alarm, Hood System, etc.) |
| <input type="checkbox"/> Fire Code Operational Permit | <input type="checkbox"/> Plan Review (State Regulated Occupancies) |
| <input type="checkbox"/> Other Plan Review: _____ | |

* PROJECT INFORMATION	
Project / Business Name:	APN:
Address:	City:
Suite #:	Tenant Name (if applicable):
Project Description:	

PROPERTY OWNER INFORMATION		
Owner:	Company Name:	Phone:
Address:	City, State, Zip:	
Email:	Fax #:	

PROFESSIONAL CONTACT INFORMATION		
Contractor / Architect / Engineer:	Company Name:	* License #:
Address:	City, State, Zip:	
Email:	Phone #:	Fax #:

FACILITY CONTACT INFORMATION (OPERATIONAL FIRE CODE PERMITS ONLY)		
Contact Name:	Phone #:	Email:
Address:	City, State, Zip:	
After Hours Emergency Phone Number:		

By my signature below, I certify to each of the following:

I am: a California licensed/registered professional, or the property owner, or authorized agent ***(See note below)**

I have read this permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to this permit. I authorize representatives of this agency to enter the above identified property for inspection purposes.

X _____ Date: _____
Applicant Signature

***Note:** Applicant's other than the property owner or licensed/registered professional shall complete the authorized agent section of this application. (located on page 2)

(OFFICIAL USE ONLY)

Record Number: _____

Payment Received: _____ Date Paid: _____

Received By: _____

BUILDING CONSTRUCTION DATA:

Construction Type: _____ Occupancy Classification: _____

Proposed Sqft. _____ Existing Sqft. _____ Number of Stories: _____

Existing Building has Automatic Fire Sprinklers Installed Manufactured Home

ENGINEERED SYSTEMS:

Residential Sprinklers (13D)

Commercial Sprinklers (13 and 13R)

Fire Alarm Systems

Custom sqft: _____

Overhead Only (Enter sqft below)

Initiating devices: _____

Manufactured

Underground Only

Alteration, # heads: _____

Overhead and Underground

Hood / Spray Booth

Private Water System

Building sqft: _____

Nozzles: _____

T.I. with plans, # heads: _____

BUILDING OCCUPANCY PLAN REVIEW:

"A" – Assembly sqft: _____

"E" – Educational sqft: _____

"H" – Hazardous sqft: _____

"I" – Institutional sqft: _____

"R-1" – Hotel(s) sqft: _____

"R-2" – Apartments sqft: _____

REQUIRED PLAN REVIEW:

Fire Hydrant Location

Photovoltaic / Energy Storage Systems

Fire Department Access / Gates

Licensed Care Facility

Other: _____

OPERATIONAL FIRE CODE PERMITS:

Aerosol Products

Amusement Buildings

Aviation Facilities

Carbon Dioxide Systems

Carnivals and Fairs

Cellulose Nitrate Film

Combustible Dust

Combustible Fibers

Compressed Gases

Covered / Open Mall Buildings

Cryogenic Fluids

Cutting and Welding

Dry Cleaning

Exhibits and Trade Shows

Explosives

Fire Hydrants and Valves

Flammable / Combustible Liquids

Hazardous Materials

HPM Facilities

High-Piled Storage

Hot Work Operations

Industrial Ovens

Lumber Yards / Woodworking

LP-Gas

Liquid or Gas Fueled Vehicles in Buildings

Magnesium

Miscellaneous Combustible Storage

Motor Fuel Dispensing Facilities

Open Burning

Open Flames and Torches

Open Flames and Candles

Organic Coatings

Places of Assembly

Plant Extraction Systems

Pyrotechnic Special Effects Material

Pyroxylin Plastics

Refrigeration Equipment

Repair Garages

Rooftop Heliports

Spraying or Dipping

Storage of Scrap Tires and Byproducts

Temporary Membrane Structures

Tire Rebuilding Plants

Waste Handling

Wood Products

Additional Permits 105.6.51

Other: _____