

City of Palo Alto

Fire Department

Dear Customer,

Welcome to the Fire Prevention Bureau. We are here to assist you in making your permit and inspection process as efficient as possible. We will strive to give you superior service in a professional and timely manner.

Your project may be assigned a Fire Inspector. Your Fire Inspector will be a valuable resource for you during your project. Any questions, comments, or concerns should be relayed to him/her preferably by email or by leaving a phone message. You will find your Fire Inspectors contact information at the bottom of this letter. There may be times that another Fire Inspector may be assigned to perform an inspection on your project, be assured that all of our Fire Inspectors will give you the same superior service. All information about your inspection will be passed on to your assigned Fire Inspector.

It is the responsibility of the Licensed Contractor/Project Manager to call for all inspections that are necessary to obtain a final clearance of the project. Please make sure you call for your inspection in advance. Our goal is to schedule your inspection the same day and perform the inspection within 3 working days of receiving your request.

Inspection request forms can be downloaded at www.cityofpaloalto.org/fireinspection.

Completed request forms can be scan and emailed to fireinspectionervices@cityofpaloalto.org or faxed to 650-327-6951.

When submitting an inspection request, please have your permit card available and completely fill in the request form:

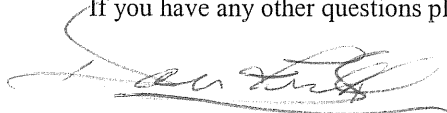
- Project name
- Project address
- Contact number and or Email address
- Permit number
- Give at least two different desired inspection days and choose AM or PM.
- Inspection type needed
- Duration of inspection

Your original permit card, wet stamped calculations and plans must remain on the project site at all times.

The following list is some of the inspections that may be required by the Fire Prevention Bureau. There may be other inspections required for certain project types. Please refer to our web site for a printable checklist for your type of inspection: www.cityofpaloalto.org/fireinspection

- Underground
- Welding
- Hydro/Pressure test
- Rough overhead
- Flush out
- Alarm
- Residential 13D
- Fire Final

If you have any other questions please contact the Fire Prevention Bureau at our main number, 650-329-2184.



Dan Firth
Fire Marshal
Palo Alto Fire Department

P.O.Box 10250
Palo Alto, CA 94303
650.329.2184
650.327.6951 fax