



IMPORTANT NOTICE

I. Effective July 1, 2009, the Palo Alto Fire Department Fire Prevention and Hazardous Materials Bureaus will not issue any fire protection or hazardous materials permits where drawings exceed 11 x 17 inch page size without an approved electronic version of the drawing set provided in .pdf format.

In addition, final inspections for all existing permits will not be scheduled unless the contractor either confirms that no significant changes were made to the project as shown on the approved .pdf submittal, or provides an approved electronic as-built drawing set in .pdf format.

A free .pdf printing utility for Windows is available at:
<http://www.cutepdf.com/products/cutepdf/Writer.asp>

Submittals may be made on a windows-formatted cd-rom or via e-mail at:
PaloAltoFire@gmail.com

Please note: Gmail allows attachments up to 20MB total size. Larger drawing sets may need to be split into multiple messages.

II. Effective January 1, 2010, final inspection for any permit issued for modification of existing fire alarm, fire sprinkler and special protection systems is contingent upon submittal of current maintenance, inspection and testing certification documentation for these systems in accordance with Title 19 of the California Code of Regulations, NFPA25 and NFPA72 and NFPA2001 as adopted by the California State Fire Marshal.

Documentation submittals may be made in hardcopy format, via fax at 650-327-6951 or e-mail at: PaloAltoFire@gmail.com

Please note: Documentation must include contact information for the responsible party for ongoing maintenance and service of the fire protection system(s) in the building. Please enter the information below and attach to submitted documentation.

Building Address: _____

Contact Name: _____ Billing Name: _____

Mailing Address: _____ Billing Address: _____

City, State, Zip: _____ City, State, Zip: _____