Roseville Fire Department

Fire & Life Safety Division

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HOOD & DUCT EXTINGUISHING SYSTEM PERMIT

Electronic Submittal Checklist

Please initiate a pre-application in the Online Permitting Services (OPS) Portal and select the following scope of work descriptions from the drop downs.

- Commercial
- Add or Remodel a Fire System
- Hood and Duct System

Enter your project information and attach the following items. Be sure to select the document type as identified below. All attachments must comply with the following:

Document Submittal Requirements

Roseville Fire Standards and Ordinances

DOCUMENTS

- ☐ Fire Plan Submittal Application Form

PLANS

- ☐ Complete plan set, stamped and signed by the preparer, with the appropriate stamp and/or license number on all sheets, when applicable. (Electronic Signatures Accepted)
- ☐ Scope of Work.
- ☐ Plan to include the following if applicable: manual actuation location(s), fuel shutoffs, ventilation controls, door closers, window shutters, conveyor openings, smoke and heat vents, audible and visual alarms, fusible links, extinguishing agent and number of agent flow points.

TECHNICAL DOCUMENTS

- ☐ Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials.

Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments and the plan review period will not begin until payment has been received.

We encourage all applicants to utilize the OPS Portal to submit, but applicants may also submit in person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a USB drive or similar data storage device.