



## **Fire Permit Process & Procedures During County Shelter in Place Order**

The following procedures are effective May 4, 2020 until further notice.

### **1. Plans Submittal**

- a. Complete the fillable Permit Application located on the CCFD [website](#).
- b. Print application and attach to plans.
- c. Drop off permit application, plans and associated reference materials in bin outside the main door at the Fire Administration office, 1399 Rollins Rd, Burlingame.
- d. Please ring doorbell to notify us that plans have been dropped off.

*Please note current review turnaround time is a minimum of ten business days.*

### **2. Plans Pick-up (by appointment only)**

- a. When your plans are approved, you will receive an email stating the plans are ready for pick-up. This email will also include the permit payment amount due.
- b. Schedule a pick-up time during business hours by emailing [info@ccfd.org](mailto:info@ccfd.org)
- c. Ten minutes before your scheduled pick up time, the plans will be left in the bin outside the main door at the Fire Administration office, 1399 Rollins Rd, Burlingame.
- d. Payment (by check only) must be dropped in the same bin at the time of plan pick up. Once the payment is processed, a receipt will be emailed to you.

### **3. To Schedule a Fire Permit Inspection**

- a. To schedule an inspection, please call 650-558-7615. Messages will be returned within 24 hours.

### **4. Fire Flow Tests**

- a. Complete application on the CCFD [website](#) and submit by email to [info@ccfd.org](mailto:info@ccfd.org)
- b. Once CCFD obtains the fire flow results, you will receive an email stating it is ready for pick up.
- c. Schedule a pickup time during business hours by emailing [info@ccfd.org](mailto:info@ccfd.org)
- d. Ten minutes before your scheduled pick up time, the results will be left in the bin outside the main door at the Fire Administration office, 1399 Rollins Rd, Burlingame. Payment must be dropped in the same bin at the time of pick up. Once the payment is processed, a receipt will be emailed to you.

**5. To obtain a valid city business license:**

If you need:

- a. Burlingame
  - i. Please call the Burlingame Business License department at 650-558-7210 for information
- b. Hillsborough
  - i. Information available online [here](#)
  - ii. Please call 650-375-7402 for questions
- c. Millbrae
  - i. Please call 650-259-2358 for assistance or visit the City of Millbrae website [here](#)