



# Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

## Construction Fire Permit Application & Plans Submittal Process

*ERRCs • Hood & Duct • Fire Alarm • Sprinkler*

- **Plans Submittal**
  - a. Complete the fillable Permit Application located on the CCFD [website](#)
  - b. Print application and attach to plans. We require 3 sets of plans and 2 sets of calculations/cut sheets/supplemental documentation.
  - 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.
- For **sprinkler installation requirements**, please click [here](#).
- For our **ERRCs guidelines**, please click [here](#).
- For our **fee schedule**, please click [here](#).
- 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:**

a. **Burlingame**

- i. Call the Burlingame Finance Department and ask to speak with a staff member about securing a business license: 650-558-7210

b. **Hillsborough**

- i. Call 650-375-7402 to speak with a staff member
- ii. Information available online [here](#)

c. **Millbrae**

- i. Call 650-259-2358 for assistance or visit the City of Millbrae website [here](#)