



**COSUMNES COMMUNITY SERVICES DISTRICT  
FIRE DEPARTMENT**

8820 Elk Grove Blvd. Elk Grove, CA 95624

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[CosumnesCSD.gov/Fire](http://CosumnesCSD.gov/Fire)

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**FIRE PREVENTION CONSTRUCTION STANDARDS  
NON CONSTRUCTION FIRE PERMIT AND INSPECTION PROCESS**

Standard Number: FPCS-1018

Original Effective Date: 4/7/2023

Revision Date: 11/16/2023

Code Section: 2022 California Fire Code

**STANDARD**

1018.1 Non-construction fire permit and inspection process for purposes of Building Department certificate of occupancy and business license approvals.

**PURPOSE AND SCOPE**

1018.2 A non-construction fire inspection allows for fire clearance and the issuance of a fire permit and/or operational permit to obtain a business license and/or a Certificate of Occupancy (COO) from the Building Department. This need usually arises with a change in ownership, a new business, or a change in the business license, or a new business moving in where there is no change in occupancy type and no change in the use of the space.

**Exception:** Any space being used as an assembly occupancy and/or performs cooking requires a fire department permit, a fire inspection, and may require an operational permit(s). Refer to section 1018.3, Procedure, below for requirements.

This procedure applies to any business needing a Certificate of Occupancy or business license where construction work, remodel, or upgrades are not being proposed and there is no change in use of the space or occupancy type as defined by the Building Code. This procedure does not apply if the Building or Fire Department Official determines that a tenant improvement application is required based on the scope of the business and/or work being performed. Examples not within the scope of this standard include:

- Any space or business containing an assembly occupancy.
- Any space or business that contains cooking.
- A change of use or occupancy type is needed to accommodate the new business.
- If work has been completed without a permit.
- If the Building or Fire Department Official requires additional information.



- Any reason subject to Building and Fire Code compliance.

## **APPLICATION**

### **1018.3 Procedure**

- a. Complete a fire application for a certificate of occupancy through the [online portal](#).
  1. For assembly occupancy and cooking spaces, submit a floor plan and site plan.
- b. Pay the fire inspection fee through the portal by debit/credit card or mail a check to Cosumnes Fire Department.
- c. Once fees are paid, request a fire inspection by completing the [online form](#).
- d. A fire inspector will usually call within two (2) business days to schedule an appointment.
- e. A fire inspector will conduct a fire inspection to determine fire code compliance and if any additional information or permits are required. Once the fire inspection is complete, the fire inspector will either:
  1. Provide a correction letter of items needing attention and schedule a follow-up inspection or;
  2. Issue a fire permit, sign an existing fire permit, and/or issue an operational permit(s).

### **1018.4 Applicant Responsibility**

Once all fees are paid, fire code items are satisfied, and permits issued, the owner/tenant/applicant will need to send proof of final fire approval to the city or county Building Department for final application for a certificate of occupancy and/or business license.

**Note, for applications in the City of Galt:** Upon passing the fire inspection, the fire department business license review will be approved in Galt's online system for the next step in the approval process.

### **1018.5 Inspection Checklist**



To help you prepare for your fire inspection, refer to the [inspection checklist](#).

## **REFERENCES**

1018.6      ["How to Prepare for a Fire Safety Inspection"](#) checklist