



Arvada Fire Protection District

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Arvada Fire Protection District Life Safety Division

Plan Review and Permit Application Regulations

Effective January 1, 2011

(Updated January 1, 2012)

Permits must be applied for and plans must be submitted *prior to beginning any work* on a project. If a project begins before a permit has been issued by the Arvada Fire Protection District, a double fee will be immediately assessed, and all work on the project must cease until the fees have been paid.

Depending on the size of the project, the plan review process typically takes 7-10 business days from the time that the application/plans are received by the Arvada Fire Protection District.

As soon as a permit application has been reviewed and approved, the contact person that was provided on the application will be contacted via telephone by the Fire Marshal who reviewed/approved the plans. From the date of that call, you will have **thirty (30) calendar days to pick up and pay for** the permit at the Arvada Fire Headquarters. After thirty (30) days, you will be automatically invoiced at a double fee.

Payment can be made by cash or check (payable to "Arvada Fire"). Credit cards are not accepted.

Please ensure that you provide good contact information when submitting applications/plans.

Prior to issuance of a permit, a set of plans in electronic PDF format must be submitted.

Plan Review and Permit fees are due upon completion of review by the Arvada Fire Protection District. Once plans have been submitted and reviewed, payment is required immediately regardless of whether or not the project commences.

The detailed *Fee Schedule* can be viewed on our website at:

<http://www.arvadafire.com/sites/default/files/FeeSchedule.pdf>