



South Placer Fire District

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Board of Directors

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Providing Exceptional Service to Our Community

Dear Business Owner:

The following has been created to give you assistance in obtaining a Fire Final Inspection and sign-off on your new business. Please review the details and choose which scenario is applicable to you and then follow the listed steps. All required items can be submitted to our business office located at *6900 Eureka Rd.*, Granite Bay 95746 between the hours of 8:30 – 4:30. We welcome you to the Town of Loomis and appreciate the opportunity to place your business into our records and ensure that it is safe and meets all applicable Fire Code Requirements.

Scenario A:

If no changes are made to any components of the structure inside, and/or no additional square footage is added to the structure, then the following will need to be completed.

1. Submit a letter to the Fire District with the following information: Business name and address, Business owner name and contact info (including email and phone number), and the type of inspection requested (New Business Fire Final).
2. Provide payment for the inspection via check in the amount of \$175.00
3. Verify if the occupancy type has changed or remains the same as the previous tenant in that location.
 - Once all above items have been provided, a Fire Inspection will be scheduled.

Scenario B:

If changes are made to any components of the structure inside, and/or additional square footage has been added to structure then the following will need to be completed.

1. Mitigation Fees apply and are due along with a copy of the Fire Department Route Sheet (from the Town of Loomis).
2. Any changes to the structure or within it will need to be documented with Building Plans and submitted to the Fire District (provide two paper copies).
3. Pay all applicable fees (see attached fee schedule).
4. Verify if the occupancy type has changed or remains the same as the previous tenant in that location.
 - Once all submitted plans have been reviewed, approved, and picked up from our Office, a Fire Final Inspection can be scheduled.

Sincerely,

- The South Placer Fire Protection District Fire Prevention Team