

## **CONTRACTOR INSTRUCTIONS**

In order to obtain a permit from the South San Francisco Fire Department you must have a valid Contractors License and South San Francisco City Business License. You can find information regarding Business Licenses [here](#) or by contacting the Finance Department at 650-877-8505.

All submitted plans must be stamped by the contractor that is applying for the fire permit. We cannot accept the application if the stamp does not match the name of the contractor submitting the application.

See Page 3 for snapshots of submittal process.

## **REQUIRED DOCUMENTATION / INFORMATION FOR FIRE PREVENTION PERMIT APPLICATIONS**

- Fire Permit application
- Valid Contractors License
- Valid SSF Business License
- Digital plans. (PLEASE TYPE A DESCRIPTION FOR EACH ATTACHMENT WHEN UPLOADING ATTACHMENTS) Do not submit individual plan pages separately. If your plans are too large to upload (+100MB) contact [Firepermitsgroup@ssf.net](mailto:Firepermitsgroup@ssf.net) and request access to our FTP site where we can access the files.
- Copy of the Contract / Proposal confirming the job valuation
- Applicant information should be the Contractor's Company information.

## **REQUIRED DOCUMENTATION/INFORMATION FOR TITLE 19 APPLICATIONS**

- Fire Permit application
- An accurate sketch that displays the riser layout. (PLEASE TYPE A DESCRIPTION FOR EACH ATTACHMENT WHEN UPLOADING ATTACHMENTS)
- Number of risers

## **REQUIRED DOCUMENTATION FOR EVENT/TENT PERMITS**

- Fire Permit application
- An accurate floor plan that displays the following. (PLEASE TYPE A DESCRIPTION FOR EACH ATTACHMENT WHEN UPLOADING ATTACHMENTS)
  - Tables/Seating/Display/Ride Layout
  - Location of Exits (battery back-up emergency exit sign/lighted unit required)
  - Location of fire extinguishers (maximum 75' travel distance)
  - Location of "No Smoking" signs
  - Location of "Maximum Occupancy" sign
  - Location of heating devices
  - Location of any open flame devices
  - Location of any electrical generator
  - Location of food preparation or staging area
- Number of tents

## **REQUIRED DOCUMENTATION FOR FIRE HYDRANT USE PERMIT APPLICATIONS**

- Fire Permit application
- Number of meters that will be used
- Google aerial or street view that displays the following(PLEASE TYPE A DESCRIPTION FOR EACH ATTACHMENT WHEN UPLOADING ATTACHMENTS)
  - Compass orientation
  - Street and nearest cross street
  - Location of nearest **PUBLIC** fire hydrant
  - Driveways/access points to property

## RESUBMITTAL

1. An e-mail will be sent to the contact person provided at time of permit application with the following instructions:
  - a. Applicant to review corrections memo.
  - b. Revise plans as needed.
  - c. Log in to permits portal and upload the plans. See attachments upload instructions. Use the following naming convention  
Resubmittal\_PermitNo\_Date
  - d. Files must be uploaded in PDF format and be no more than 100 MB.
  - e. Send an e-mail to [firepermitsgroup@ssf.net](mailto:firepermitsgroup@ssf.net) notifying us that plans have been resubmitted.

NOTE: FEES ARE APPLIED BEGINNING ON THE 4<sup>TH</sup> RESUBMITTAL. UPLOADED PLANS WILL NOT BE REVIEWED UNTIL FEES HAVE BEEN PAID.

## AS BUILT

When Inspector / FM requests modification after permit has been issued and inspections are underway, the contractor is required to submit AS BUILT plans.

1. Plans 30 MB can be e-mailed to [firepermitsgroup@ssf.net](mailto:firepermitsgroup@ssf.net). If plans exceed file size, please send e-mail to fire staff for ftp access.
2. The e-mail **must** contain the following:
  - a. Fire Permit number
  - b. Name of Inspector requesting As Built plans

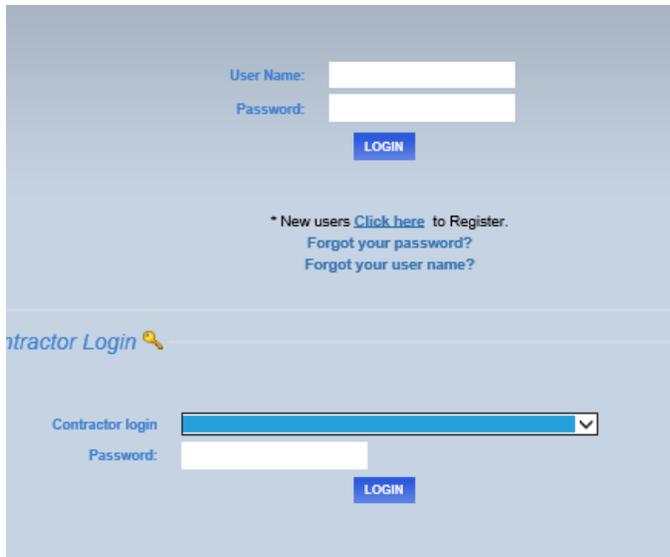
## JOB CARD INSTRUCTIONS:

When notified via e-mail that your permit is **Ready to Issue** do the following:

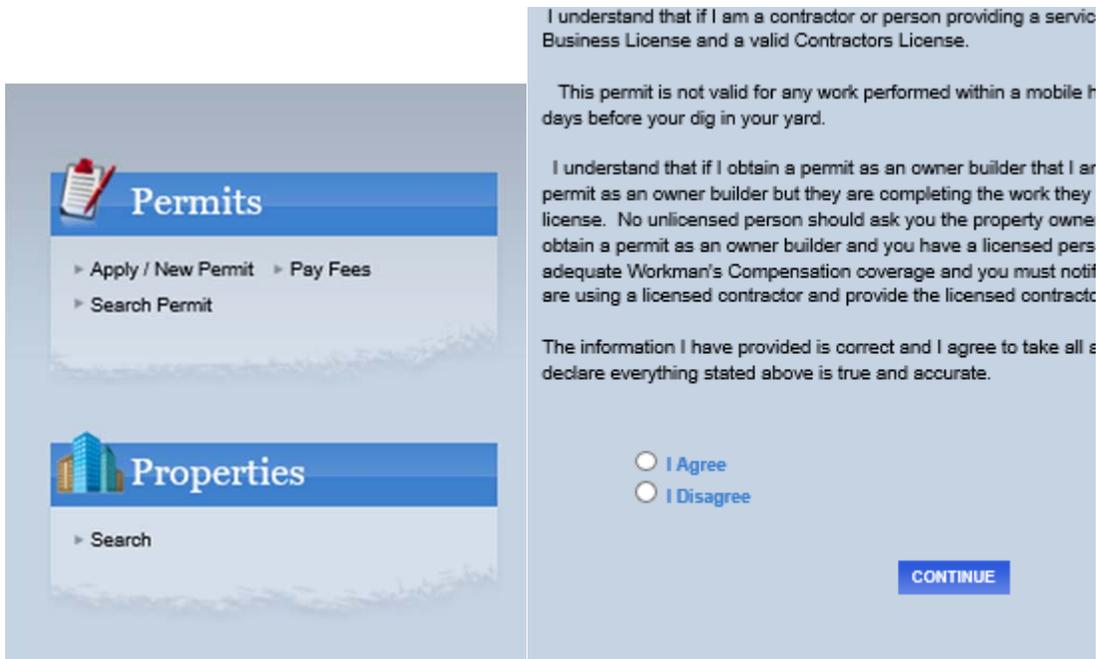
- Log into online permits web portal
- In the dashboard download the following documents
  - Final Permit card
  - Inspection card – will be provided via e-mail.
  - Approved plans
- Please note that these documents will only be available for 48 hours. Should you require additional time to download the above documents, e-mail [firepermitsgroup@ssf.net](mailto:firepermitsgroup@ssf.net) and request access to your documents. The e-mail must be submitted by the applicant, owner or contractor. Verbal requests will not be accepted.

<https://permits.ssf.net/>

1. Login or create a username and password. All Fire Protection permits including Title 19 must be opened by using the contractor login. Those opened under the public profile will be cancelled and a new permit will be required. Please have your contractor's license information readily available.
2. If you are a **contractor**, locate your company in the drop down list. If you cannot locate your company please send an e-mail to [firepermitsgroup@ssf.net](mailto:firepermitsgroup@ssf.net) and we will create your profile.
3. Please call us at 650-829-6645 to obtain a temporary password.



4. Click Apply permit and accept the disclaimer.



5. TYPE: Fire Protection or Special Activity
6. Choose SUBTYPE
7. Enter a short description. Include pertinent details such as Fire Alarm system, sprinkler heads, Title 19 riser count, number tents for special activity....
8. Add valuation

**Permit Application**

STEP 1 PERMIT INFORMATION    STEP 2    STEP 3    STEP 4

**Permit Type Information**

PERMIT Type: FIRE PROTECTION [Instructions for online FIRE PROTECTION applications.](#)

\*PERMIT Subtype: ALARM

\*Short Description: Fire alarm system .....

Notes:

\*Job Value: \$6,500.00

**Location**

\*Enter part or all of your address and press search

Search By: Address |

9. Search for location
10. Select whether you are a property owner or contractor.

**Location**

014081110  
480 N CANAL ST  
SOUTH SAN FRANCISCO, CA 94080

[Address Lookup](#)

**Your Relation to this Permit**

**Property Owner**  
Check this box if you are the Property Owner

**Contractor**  
Check this box if you are the Contractor

11. Add attachments. Do not submit individual plan pages separately. If your plans are too large to upload (+100MB) contact [Firepermitsgroup@ssf.net](mailto:Firepermitsgroup@ssf.net) and request access to our FTP site where we can access the files.

*Attachments*

**REQUIRED FOR COMMERCIAL, NEWCOMMERCIAL, RESIDENTIAL, NEWRESIDENTIAL PERMIT TYPES:**  
**Only PDF files will be accepted. File size limited to 100Mb**

Please ensure that **ALL REQUIRED** attachments **such as completed plan check application form, drawings, structural calculations, etc.,** are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of City of South San Francisco.

Filename

 Snapshot 3.jpg

**Snapshot 3.jpg**  
Description:

12. Accept

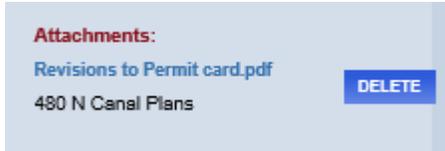
**Disclaimer**

**Staff will review all attachments.**

**Please submit only full sets of plans and remember to upload the plan check application. Click the instructions link to download the application.**

Description: 480 N Canal Plans

This will show up on the right of the screen confirming attachments have been added.



13. Click next step



14. Add information for all the contacts that apply.

- a. APPLICANT is the **contractor company**
- b. OWNER is the property owner, this does not change. If the property has been recently sold, please provide recorded deed for our review.
- c. **CONTRACTOR** is the contractor to which the project has been awarded, not an individual, email can be an individual's e-mail.
- d. BILLING is the name of the individual responsible for making payments for fees due.

**STEP 1** **STEP 2 CONTACT INFORMATION** **STEP 3**

**Application for a FIRE PROTECTION Permit**

**Applicant Information**

\*Name Bertha Test \*Phone  
\*Address 123 Test \*Email Address  
\*City Test City  
\*State CA \*Zip

**Owner Information**

Name Bertha Test Phone  
Address 123 Test Email Address  
City Test City  
State CA Zip

**Contractor Information**

Name  
Address  
City  
State

**Tenant Information**

Name  
Address  
City  
State

**Architect Information**

Name  
Address  
City  
State

**Engineer Information**

Name  
Address  
City  
State

**Business Owner Information**

Name  
Address  
City  
State

**Fd Billing Information**

Name  
Address  
City  
State

15. Click next step

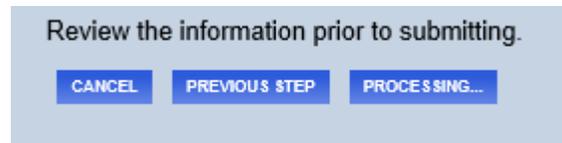
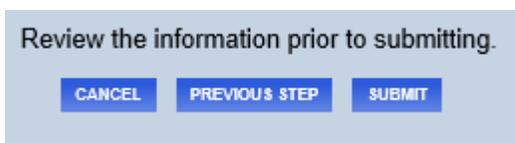


16. Review and confirm permit entry.

The screenshot shows a multi-step process for reviewing a permit application. At the top, a progress bar indicates four steps: STEP 1, STEP 2, STEP 3 REVIEW AND SUBMIT (highlighted in blue), and STEP 4. Below the progress bar, the title 'Application for a FIRE PROTECTION Permit' is displayed. The form is divided into several sections, each with an 'EDIT' button:

- Permit Information:** Type: FIRE PROTECTION; Subtype: ALARM; Description: Fire alarm system f...; Job Value: 8,500.
- Location:** 480 N CANAL ST; SOUTH SAN FRANCISCO 1, CA 94080.
- Contacts:** Includes Applicant Information (Bertha Test, 123 Test, Test City, CA 94080) and Owner Information (Bertha Test, 123 Test, Test City, CA 94080).
- Fee Information:** A table with columns 'Type' and 'Amount'. The entry 'Total Fees' has an amount of '\$0.00'.
- Attachments:** Lists 'Revisions to Permit card.pdf' and '480 N Canal Plans', with a 'DELETE' button next to the first item. A link 'Here' is provided for uploading additional attachments.

17. Click submit. A confirmation email will be sent to the e-mail address on file.



## Attachment Upload

1. Once user is logged in select the dashboard.



2. Select the paperclip that pertains to Permit F20-0275.

A screenshot of a user dashboard. The top navigation bar is orange and contains the same links as the previous image. Below the navigation bar, there is a blue sidebar with a 'My Dashboard' menu. The main content area has a white background with a blue header that says 'Hello Bertha Test. Below is a Dashboard of your current activities.' There are two main sections: 'My Open Permit Applications' and 'My Active Permits'. The 'My Open Permit Applications' section has a table with one row: 'Continue' under 'Applications In Progress', 'Permit Type', 'Created Date' (6/17/2020), and 'Delete'. The 'My Active Permits' section has a table with four rows. The first row is for permit F20-0071, address 480 LITTLE..., type FIRE PROTECTION, status PLAN CHECK, and fees due \$0.00. The second row is for permit F20-0072, address 100 KIMBAL..., type SPECIAL ACTIVITY, status PLAN CHECK, and fees due \$0.00. The third row is for permit F20-0073, address 480 LITTLE..., type FIRE PROTECTION, status APPROVED, and fees due \$0.00. The fourth row is for permit F20-0074, address 1125 SUNNY..., type FIRE PROTECTION, status PENDING, and fees due \$0.00. Each row in the 'My Active Permits' table has a paperclip icon, a trash can icon, and a red 'X' icon. A red circle highlights the paperclip icon for the first row (F20-0071).

3. Upload files when popup window comes up.

A screenshot of a popup window titled 'eTRAKiT Attachment Upload'. The window has a white background and a grey border. It contains the following fields and buttons: 'Upload Permit Attachment:' followed by a text input field and a 'Select' button; 'Description:' followed by a text input field; and a blue 'UPLOAD' button. Below these fields is an 'Attachments:' label and a large empty rectangular area for displaying uploaded files.

4. Once you've uploaded the documents reply to all in this e-mail. Keep in mind there is a file limit of 100 MB. Plans should be uploaded in as little files as possible. If your plans are too large to upload (+100MB) contact [Firepermitsgroup@ssf.net](mailto:Firepermitsgroup@ssf.net) and request access to our FTP site where we can access the files.