

FIRE CODE

Operational Permit Program



American Canyon Fire

Protection District

911 Donaldson Way East

American Canyon, CA

94503

Phone #: 707-551-0650



American Canyon/Napa Partnership in Prevention

In 2010 the American Canyon Fire Protection District entered into an agreement with the City of Napa Fire Department, Fire Prevention Division. Napa City Fire provides a certified fire inspector (CSFM) to manage fire prevention services, conduct project review, plan review and construction and state mandated inspections.

What is the Fire Code Operational Permit Program and how will it affect my business?

The Fire Code Operational Permit Program was established in July 2012 to provide emergency responders with current business information as well as to identify operations or processes being conducted at your place of business. The goal is to minimize potential damage or loss of revenue to your business through quick contact with a responsible party in the event of an emergency at your business. Identifying current operations at your business or facility also allows fire personnel the ability to respond with the appropriate resources to minimize damage caused by fire or other catastrophic events. Additionally, we use this annual inspection program as an opportunity to identify and correct any potential fire hazards. We can also provide you with loss prevention information to help you maintain your business safe from devastating effects of a fire or other type of emergency.

How will you determine what type of fee I will pay?

Every business located within the American Canyon Fire Protection District that requires a Fire Code Operational Permit is required to pay the applicable fee and have a fire inspection completed. Operational permit fees can be viewed:

<http://www.cityofamericancanyon.org/index.aspx?page=128>

How and when will I be notified my permit fee is due?

The Fire Code Operational Permit must be renewed annually. Businesses can expect to receive an invoice in conjunction with the renewal of their annual City Business License. This normally occurs in the month of November.

Will a fire inspector come to my business?

Yes, an inspector will visit your place of business to determine compliance with the provision of the Fire Code as adopted by the American Canyon Fire Protection District.

I will be opening a new business; will I have to pay the permit fee?

Yes. You will be required to pay the applicable permit fee.

Do I have to make an appointment to have the fire inspector come to my business?

No, as part of the Fire Code Operational Permit Program we will be contacting you to conduct the initial fire inspection. If we have not contacted you and you would like to request an inspection, please call 707-551-0650 and we will process your request.

Our business is moving down the street, do I have to pay another permit fee?

Yes. You will have to complete a new Fire Code Operational Permit application for the new location. Each permit is valid for the original business address for which it was issued.

Is this an annual permit?

Yes, you will be billed annually with the Business License renewal.

What are the payment methods?

An invoice will be mailed with the Business License renewal. You may either return the invoice and payment via mail or in person. You can pay at City Hall, 4381 Broadway. Office hours are 8:30 a.m.-5:00 p.m. Monday–Friday, except holidays. We accept cash, Check, VISA and MasterCard. There is a \$25 Returned Check Fee.

My corporate office pays all of the bills; can you mail the bill to them?

Yes, we can mail the invoice to your corporate office. If you need a billing address change contact our office at 707-551-0650 or you can update the questionnaire we send out with the annual renewal notice.

Where can I get more info?

Information is available at the Fire District Office
911 Donaldson Way East
American Canyon, CA 94503

If you have a question regarding the program, contact the Operational Inspection Program at:

Email: mmanuelos@cityofamericancanyon.org

Phone: 707-551-0653



Can I pay at the time of my inspection?

No. Fire Inspectors will not be able to accept any form of payment. See payment method.

I have more than one business in American Canyon. Am I eligible for a discount or do I pay the entire fee for each location?

Each business is charged separately, no discounts apply.

I am selling my business, does the permit transfer ownership?

Anytime a business changes ownership or location a new Fire Code Permit must be obtained and the applicable fee paid.

I only sublease the space. Who is responsible for paying the fee?

The current tenant is responsible for ensuring the fees are paid.

What type of additional fire service will be offered as part of this fee?

Having accurate information regarding the type of business, number of occupants, any hazardous processes or conditions within your business will help emergency responders in determining the appropriate level of response in an emergency situation. This could potentially reduce or limit losses to your business during an emergency.

Where do I post the Fire Code Operational Permit?

The Fire Code Operational Permit must be posted in a conspicuous location and readily accessible for viewing by the Fire Inspector. We suggest posting adjacent to your business license.

I lost my permit. Can I get a replacement and is there a charge?

Currently there is no charge for the replacement of the Fire Code Operating Permit. Contact the Fire Administrative office at 707-551-0650 for a replacement.

What if I change my phone number?

If any of the emergency contact information changes, notify the American Canyon Fire Protection District immediately at 707-551-0650 and we will update the information.

I paid for the permit but have not received it. What should I do?

Please allow 5 to 10 days for processing. If you have not received your Fire Code Operational Permit after the allotted time, please call the Fire Administrative Offices at 707-551-0650.

