

**NORTH COUNTY FIRE PROTECTION DISTRICT**  
**Policy and Procedure Manual**

FIRE PREVENTION  
PLANS AND PERMITS

SECTION 340.09  
05/16/02  
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**Storage and Use Permits**

**PURPOSE:** To provide fire prevention personnel with a guideline pertaining to the issuance of permits.

**POLICY:** Permits are issued for materials storage, processes, and activities as prescribed in the California Fire Code, Section 105. Express exceptions exist in the San Diego County Fire Code. Permits are issued on an annual basis, except for Special Use Permits as described below and in the [Burn Permit policy](#). When occupancies are inspected, a reasonable attempt will be made to ensure that materials storage, processes, and activities are properly permitted and in conformance with said permit.

**DEFINITION OF PERMIT:**

A permit shall constitute permission to maintain, store, use, or handle materials, or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities. Such permit shall not take the place of any license which may be required by law.

**PROCEDURE:**

- I. APPLICATION FOR PERMIT. All applications for permits shall be made to the Fire Prevention Bureau. Applications shall be accompanied by such plans or certificates as may be required on the permit, as well as all applicable fees (refer to the [Fee Schedule](#) for fee amounts and the [Fire Prevention Fee](#) policy for fee collection). In the absence of such specific requirements, the California Fire Code shall serve as the source reference for what is required.
- II. SITE INSPECTION. Prior to issuing a first-time permit, a site inspection shall be conducted to assess the quantity of stored materials, processes, or activities to be permitted. Inspection will be performed by fire prevention personnel. Use the California Fire Code to establish conformance with Fire Code requirements prior to permit approval.
- III. ISSUANCE OF PERMIT. A permit issued by the Department shall continue until revoked, or for such period of time as designated on the permit at the time of issuance. Normally, a permit is valid for one year from date of issuance. It shall not be transferable, and any change in use, occupancy, operation, or ownership shall require a new permit. Refer to the San Diego County Fire Code for exclusions to permitted processes/storage/activities. A Fire Department Permit shall be issued, after an appropriate inspection of the premises, in the case of the following (refer to the CFC for more detail):
  - A. [Aboveground Storage Tanks](#)

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- B. [Burn Permits/Agricultural Burning](#)
- C. [Open Outdoor Barbeques](#)
- D. [Hazardous Materials.](#)
- E. Storage of flammable liquids.
- F. Any use of open flame devices in assembly areas
- G. [Fuel Modification Zones](#)
- H. Dry cleaning operations
- I. [High-piled combustible storage](#)
- J. [Spraying](#) or dipping
- K. [Refrigeration Systems](#)
- L. [Temporary membrane structures](#)
- M. [Model Rockets](#)
- N. Tire storage
- O. Operation of any [public assembly](#).
- P. Repair garages.
- Q. [Large Family Daycare Homes](#)
- R. [Residential Care Facilities](#)
- S. [Underground Storage Tanks/Installation & Removal](#)
- T. Use of commercial fireworks
- U. Other miscellaneous businesses or activities that may require a Fire Department Permit.
- V. A permit to receive explosives shall be issued to person(s) or business(es) before they may receive explosives.
- W. A permit to receive model rocket engines shall be issued to those businesses that desire to sell such engines on the retail market.

IV. REVOCATION OF PERMIT.

- A. Any permit issued by the Department may be suspended or revoked when it is determined that:
  - 1. It is being used by a person other than the person to whom the permit was issued.
  - 2. It is being used for a location other than that for which it was issued.
  - 3. Any of the conditions or limitations set forth in the permit have been violated.
  - 4. The permittee fails, refuses, or neglects to comply with any order or notice duly served upon him under the provisions of the California Fire Code within the time provided therein.
  - 5. There has been any false statement or misrepresentation as to material fact in application or plans on which the permit was based.
  - 6. The permit has expired. Permit holders must renew permits annually through the Fire Prevention Bureau to pass annual [occupancy inspection](#) and pay [associated fees](#).
- B. Engine company members may not revoke these permits, but will notify the Fire Prevention Bureau of violations that warrant the revocation of the permit.

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- C. If hazardous conditions that may endanger life or property exists, the engine company's officer in charge shall notify the Fire Prevention Bureau IMMEDIATELY by telephone.
- D. If the conditions do not warrant immediate action, the engine company's officer in charge shall notify the Fire Prevention Bureau by forwarding the Record of Inspection, noting the permitted condition in question.