



Poudre Fire Authority Plan Review Process

Quick List Requirements (Detailed information provided below)

- Completed Plan Review Application
 - Buildings – One set of plans, can be either paper or PDFs.
 - Systems – One set of plans, can be either paper or PDFs, and one set of cut sheets
 - Plan Review Fee (due at time of submittal)
 - Phone, Fax or Email address for notification
 - Permit will be emailed to address given at approved completion of review
 - Final Inspection Request Online
1. Complete the **“Plan Review Application”** provided on this web site or at our office located at 102 Remington Street (one block east of College between Mountain and Olive).
 2. **“Plan Requirements”** Plans may be submitted at our office at 102 Remington St, mailed in, or submitted as PDFs via our website or by being emailed to plans@poudre-fire.org. Fire protection system plan reviews require plans and material cut sheets. Sprinkler plans also require hydraulic calculations for each design area. **System plan reviews for six heads or less do not require plan or cut sheet submittal.** When submitting applications for projects with 6 or fewer heads the number of heads included in the project must be listed on the application.
 3. A **“Plan Check Fee”** will be assessed based on the valuation of the job and is **due at the time of submittal**. A fee estimator calculator is provided on this web site, or you may call Fire Prevention at 970-416-2891, and a staff member will provide you with a quote for the plan review fee. Checks should be made payable to Poudre Fire Authority. We also accept VISA and Mastercard.
 4. **“Notification of Completed Review/Plan Review Pick Up”** PFA will email the final permit at the completion of the plan review, as long as the plans were approved. Our goal is to conduct all plan reviews within ten working days. The job size, complexity and circumstances beyond our control may result in longer review times. A PFA Permit will be issued for all approved projects and shall be posted on the job site. A set of plans are also required to be on site when work begins and at all times during the project.
 5. **“Sign Off”** PFA will sign off with the building departments for issuance of building permits at the same time the completed permit is emailed to the applicant.
 6. **“Final Inspection”** Final inspections must be requested online. All permits related to the project must be issued and on the job site before a final inspection is requested. Final inspections that are requested before this has occurred, and work that is done without a permit, may be subject to fines according to the 2012 International Fire Code.

The General Contractor must request a final inspection online with a minimum of two days prior notification for Certificate of Occupancy inspections, Temporary Certificate of Occupancy, Letter of Completion, or tenant finish inspection.

All fire protection system acceptance tests (fire sprinklers, fire alarms, hood & ducts, etc.) shall be conducted at the time of building final inspections. Check off sheets to help you prepare are available.