

User Guide for Fire Department Permit Submittal Through SJPermits.org

The purpose of this guide is to highlight features of the SJPermits online permit submittal process that are specific to Fire Department related permits. Help for general features such as setting up your account can be found on the main SJPermits.org webpage, <https://www.sanjoseca.gov/business/development-services-permit-center/online-permits-at-sjpermits-org>.

FIGURE 1 – LOGIN SCREEN

LOGIN

Welcome to the new home for SJPermits. An account is required to apply for online permits. Please see our [Resource Page](#) for assistance.

Login:
If you have already registered an account with SJPermits.org

Your Email Address *

Your Password *

Remember me on this computer

[Sign in](#) [Forgot Password](#)

Register:
To get started with SJPermits.org, select the best option for you.

Option 1 New User Account Creation

Option 2 I do not have an SJPermits.org account, but I do have permit history OR I am a property owner.

For assistance, please visit:
[SJPermits FAQs](#)
[SJPermits Account Setup Guide](#)

[Unregistered User Payment](#) [Public Information Search](#) [Schedule Inspection](#)

A SJPermits account is required for you to be able to apply for a Fire permit online. Visit the following web page, <https://www.sanjoseca.gov/business/development-services-permit-center/online-permits-at-sjpermits-org>, for more information on setting up your account.

FIGURE 2 – MY SERVICES SCREEN

MY SERVICES

Export My Projects Public Information Search Update Personal Info Sign Out

User ID : ronald.chan@sanjoseca.gov

Note: Inspections can only be scheduled from the My Services Page.
If you have been redirected from the Inspection Portal, please refresh to see updates to your applications.

To continue an incomplete application, click Detail to view the permit and select "Continue to Submit Application" at the top.

Apply for New Permit Pay for My Permits Manage Inspections MH Self Certification

MY PERMITS

Search:

Permit #	Ref File #	Property Address	Permit Type	Sub Type Work Type	Folder Name	Status	Application Status	Expiry Date	Detail
2023-078556-FE		1724 Isabel Dr San Jose, CA	Fire Protection	Fire Site Development New Construction	1724 Isabel Drive	Intake	In-Progress		Detail
2023-078555-FE		1724 Isabel Dr San Jose, CA	Fire Protection	Sprinkler - NFPA 13D System New	1724 Isabel Drive	Intake	In-Progress		Detail

Once signed into your account, you will have access to many features, including Apply for New Permit. Click on the Apply for New Permit button to initiate an online permit application submittal.

You do not have to finish your online submittal in one session. You can stop and come back to finish your submittal at a later time. This would be accomplished by selecting the Details button for the appropriate permit # under the MY PERMITS table.

Note that Express Review (or over the counter plan review services) cannot be done through SJPermits online submittal. Express Reviews must be done through Appointment system. See Fire Prevention web site for more information, <https://www.sanjoseca.gov/your-government/departments-offices/fire-department/fire-prevention-permits>.

FIGURE 3 – ADD NEW APPLICATION SCREEN

* Indicates a mandatory field

ADD NEW APPLICATION

DETAILED INFORMATION OF NEW APPLICATION

Select an Application Group *

Fire Prevention

Select an Application Type *

Fire Protection

Select an Application Sub Type *

Fire Sprinkler System (NFPA 13)

Select an Application Work Type *

New Construction

My Services : ronald.chan@sanjoseca.gov

Cancel Application

Next >

At the ADD NEW APPLICATION SCREEN, you will be able to select the Fire Prevention group, the Fire Protection type, then the Sub Type and Work Type for the application you wish to apply for.

FIGURE 4 – SELECTING APPLICATION SUB TYPE (ADD NEW APPLICATION SCREEN)

* Indicates a mandatory field

ADD NEW APPLICATION

DETAILED INFORMATION OF NEW APPLICATION

Select an Application Group *

Fire Prevention

Select an Application Type *

Fire Protection

Select an Application Sub Type *

Clean Agent Fire Suppression System
 Emergency Responder Radio Coverage (ERRC)
 Fire Alarm System
 Fire Fixed Extinguishing System
 Fire Occupant Load Review
 Fire Pump
 Fire Site Development
 Fire Sprinkler System (NFPA 13)
 Fire Sprinkler System (NFPA 13D)
 Fire Sprinkler System (Preaction)
 Fire Standpipe System
 Fire Underground Piping System
 Firefighter Air Replenishment System
 Variance

My Services : ronald.chan@sanjoseca.gov

Cancel Application

Next >

The Sub Type field represents all the Fire Department’s available permits/applications you can apply for using SJPermits. Note that what you will see available will be dependent on your Contractor’s License type. The available permits/applications are as follows:

- Clean Agent Fire Suppression System
 - This permit type includes halocarbon and inert gas agents.
- Emergency Responder Radio Coverage (ERRC)
- Fire Alarm System
- Fire Fixed Extinguishing System
 - This permit type includes wet chemical, dry chemical, carbon dioxide, water mist, and other special fire extinguishing systems.
- Fire Occupant Load Review
- Fire Pump
- Fire Site Development
 - This application type is used for state agency (DSA, California SFM, OSHPD) projects (like Public Schools) needing San Jose Fire Department approval as the Local AHJ.
- Fire Sprinkler System (NFPA 13)
 - This is Fire Overhead Sprinkler System sub type.
- Fire Sprinkler System (NFPA 13D)
 - This is Sprinkler – NFPA 13D System sub type
- Fire Sprinkler System (Preaction)
 - This is Preaction Fire Sprinkler System sub type. Preaction sprinkler systems require this specific permit type instead of the normal fire overhead sprinkler system. If your scope of work includes both preaction and wet sprinkler system work, then 2 separate fire permits are required.
- Fire Standpipe System
- Fire Underground Piping System
- Firefighter Air Replenishment System (FARS)

- Variance

Note that Hazardous Materials systems permits are not currently available to be submitted through the SJPermits.org portal.

FIGURE 5 – SELECTING APPLICATION WORK TYPE (ADD NEW APPLICATION SCREEN)

The screenshot shows a web form titled "ADD NEW APPLICATION". Below the title bar is a section titled "DETAILED INFORMATION OF NEW APPLICATION". It contains four dropdown menus, each with a red asterisk indicating a required field:

- "Select an Application Group *": Fire Prevention
- "Select an Application Type *": Fire Protection
- "Select an Application Sub Type *": Fire Sprinkler System (NFPA 13)
- "Select an Application Work Type *": This dropdown is open, showing three options: Demolition, New Construction, and Tenant Improvement.

At the bottom left, there is a "My Services : ronald.chan@sanjoseca.gov" label. At the bottom right, there are two buttons: "Cancel Application" and "Next »".

The Work Type can only be one of three types: New Construction, Tenant Improvement, or Demolition.

FIGURE 6 – ASSOCIATED BUILDING/PLANNING FOLDER SCREEN 1

The screenshot shows a web form titled "ASSOCIATED BUILDING/PLANNING FOLDER INFORMATION". It contains a question with two radio button options:

Is your Fire Engineering Permit associated with a Building plan check permit or Planning entitlement permit?

- Yes - I have the Building plan check number or Planning reference number
- No - This is a voluntary (stand-alone) Fire Engineering Permit Application

At the bottom, there are two buttons: "Cancel Application" and "Next »".

After selecting Fire permit/application type, you will be presented with a question asking if there is an associated Building Plan Check or Planning permit.

- Selecting Yes will go on to FIGURE 10. Skip to page 8.
- Selecting No means this is a voluntary (stand-alone) fire permit, and will go to FIGURE 7, on the next page.

FIGURE 7 – SEARCH FOR PROPERTY INFORMATION SCREEN

SEARCH FOR PROPERTY INFORMATION

SEARCH BY ADDRESS

Partial entries and wildcard (%) searches are permitted.
Example: 200 Santa and 200 %Clara will both return data for 200 E Santa Clara St.

House or Building Number:

Street Name (name only):
Do NOT enter a direction (N, S, E, W).
Do NOT enter type of road (Ave., Rd., St., etc.)

Unit #:

Search

SEARCH BY ASSESSOR'S PARCEL NUMBER (APN)

Enter Assessor's Parcel Number with no spaces or dashes.
Example: APN 235-12-003 should be entered as 23512003.

Wildcard (%) searches are permitted.. For example 261% will return all properties in book 261.

APN:

Search

Cancel Application

Selecting No from the Associated Building/Planning Folder Screen in Figure 6 will go to this screen where you will search for the project's property. See the SJPermits main web page for detailed information on searching and selecting properties, <https://www.sanjoseca.gov/business/development-services-permit-center/online-permits-at-sjpermits-org>.

FIGURE 8 – PRIMARY PROPERTY SCREEN

PRIMARY PROPERTY

Application Type : Fire Engineering | Fire Overhead Sprinkler System | New Construction

Primary Property Details : 1724 ISABEL DR SAN JOSE, CA 95125-5244 ANNEXED HAMILTON NO. 59

People Information : Ron Chan RDC

PROPERTY(IES) DETAIL(S)

Property Address	Location	PropertyRSN	Delete
1724 ISABEL DR SAN JOSE, CA - 95125-5244	ANNEXED HAMILTON NO. 59	342648	

Cancel Application Return to My Services ↻ Next »

Once you have selected a property address, you will get this confirmation screen.

FIGURE 9 – PROJECT COLLABORATORS SCREEN

PROJECT COLLABORATORS

Role Type	Name	Organization	Delete
Applicant	Ron Chan	RDC	
Billing Applicant	Ron Chan	RDC	
Contractor	Ron Chan	RDC	
Owner		OSBY OLIVIA AND HOFFMAN SCOTT	
ePlan Applicant	Ron Chan	RDC	

Previous « Return to My Services ↻ Cancel Application Next

For Fire permits/applications, project collaborators and roles are automatically determined for you. You only need to advance to the next screen, which will continue with Figure 12 – Additional Information Screen. Skip to page 9.

FIGURE 10 – ASSOCIATED BUILDING/PLANNING FOLDER SCREEN 2

ASSOCIATED BUILDING/PLANNING FOLDER INFORMATION

Enter Plan Check/Permit Number including the full year and without dashes, such as 2019012345, or enter a Project Reference Number including the dashes, such as TR1-003

Plan Check/Permit/Reference Number

Search

Cancel Application

Selecting Yes from the Associated Building/Planning Folder Screen in Figure 6 on page 5 will send you to this screen. Here you will enter the associated plan check or permit number.

FIGURE 11 – ASSOCIATED BUILDING/PLANNING FOLDER SCREEN 2 WITH RESULTS

ASSOCIATED BUILDING/PLANNING FOLDER INFORMATION

Enter Plan Check/Permit Number including the full year and without dashes, such as 2019012345, or enter a Project Reference Number including the dashes, such as TR1-003

Plan Check/Permit/Reference Number

Search

RESULTS

Permit Number	Ref File Number	Property Address	Folder Name	Work Description	Select
2220-672721 CI		777 STORY RD	EPR (PC) SRP MCDONALD'S TI	Restaurant Tenant Improvement	Select

Cancel Application

With a valid plan check or permit number entered, information will be presented regarding it. Verify it is the correct project and click on the Select button to continue to the next screen.

FIGURE 12 – ADDITIONAL INFORMATION SCREEN

* indicates a mandatory field

ADDITIONAL INFORMATION

DETAILED INFORMATION FOR APPLICATION

Application Type : Fire Engineering | Fire Overhead Sprinkler System | New Construction

People Information : Ron Chan RDC

Application # : 22 673466 000 00 FE

Primary Property Address : 1724 ISABEL DR SAN JOSE, CA 95125-5244 ANNEXED HAMILTON NO. 59

For Multifamily Permits such as Apartments where the specific unit numbers are not included in the Primary Property Address above. Please enter the specific Unit Numbers where the work will be performed.

The units added here will appear on the Permit Card and be available for Inspectors to see which units must be inspected.

FOLDERINFO

INTAKE

Electronic Plan Review Submittal? *
 Yes No

Is this permit required by another Building or Fire Systems Construction Permit? *
 Yes No

Type of Review *
Regular

FIRE SPRINKLER SYSTEM INFORMATION

Number of Sprinklers * 42	Number of Hydraulic Calculations * 1
Occupancy Classification * Ordinary Hazard Group 2	Pipe Schedule system? * <input type="radio"/> Yes <input checked="" type="radio"/> No
	High Piled Storage? * <input type="radio"/> Yes <input checked="" type="radio"/> No

BUILDING INFORMATION

Total Building Area *
8000

[Return to My Services](#) [Cancel Application](#) [Continue](#)

At the ADDITIONAL INFORMATION SCREEN, you will see the permit number assigned to your permit application. The information fields you must fill out will vary with the permit/application type you are submitting for.

Please note that some of these fields will determine the initial application fee. Please see Fire Department Fee Schedule, <https://www.sanjoseca.gov/home/showpublisheddocument/89103>, for more information on what information affects fees. Please do not overstate the numbers for the fields which will affect fees. It may be wise to put the minimum number, i.e. 1, in those fields, especially for fire alarm permits. During plan review, actual sprinkler, device, appliance, and other counts will be verified, and additional fees may be assessed.

FIGURE 13 – CITY OF SAN JOSE FIRE PERMIT SCREEN – (TERMS AND CONDITIONS)

* indicates a mandatory field

CITY OF SAN JOSE FIRE PERMIT

PROPERTY AND PERMIT INFORMATION

APPL/PERMIT #:	22 673466 000 00 FE	DATE:	07/26/2022
PROJECT ADDRESS:	1724 ISABEL DR SAN JOSE, CA 95125-5244 ANNEXED HAMILTON NO. 59		
ASSESSOR PARCEL #:	28415039	CITY:	San Jose

APPLICANT INFORMATION

APPLICANT NAME:	Ron Chan RDC	<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer
MAILING ADDRESS:	200 E SANTA CLARA SAN JOSE CA USA 95113	LICENCE/REGISTRATION#:	<input type="text"/>
PHONE:	<input type="text"/>	COMPANY NAME:	<input type="text"/>
E-MAIL ADDRESS:	<input type="text"/>		

Note that the Terms and Conditions screen above is only a partial screenshot. It also includes information regarding Contractor's information, Workers' Compensation Declaration, and Licensed Contractor's Declaration. You will need to fill out this screen in order to advance.

FIGURE 14 – PAYMENT DETAILS SCREEN

PAYMENT DETAILS

APPLICATION PAYMENT DETAILS

Detailed Information for Application #: 22 673466 000 00 FE

Application Type : Fire Engineering | Fire Overhead Sprinkler System | New Construction

Property Address Information : 1724 ISABEL DR SAN JOSE, CA 95125-5244 ANNEXED HAMILTON NO. 59

People Information : Ron Chan RDC

PAYMENT DETAILS

Description	Amount	Bill Number	Status
FE-Overhead Sprnklr. Plan Check	\$592.00	1657876	Unpaid
FE-Overhead Sprnklr. Inspection	\$996.00	1657876	Unpaid
FE-Record Retention 5%	\$79.40	1657876	Unpaid

Total Fee Amount(for selected): \$1,667.40

[Pay Fees](#) [Pay Later](#)

[Previous](#)

Here you will be presented with the initial fees that are required to be paid in order to complete the SJPermits phase of the online application submittal. See the main SJPermits.org web page for more information on the online payment process, <https://www.sanjoseca.gov/business/development-services-permit-center/online-permits-at-sjpermits-org>.

This initial fee must be paid through the online submittal process and will not be able to be paid through other means, e.g unregistered user payment, pay for my permits, or through help by City staff.

FIGURE 15 – PAYMENT CONFIRMATION / POST SUBMISSION INSTRUCTIONS SCREEN

Return To My Services Invoice / Receipt

PAYMENT CONFIRMATION

Thank you for your payment! Your payment of \$ 1667.40 has been confirmed. A receipt for your payment can be found above.

PERMIT / FILE INFORMATION

Permit #	2022-673466
Permit / Application Type	Fire Engineering Fire Overhead Sprinkler System New Construction
Property Info	1724 Isabel Dr San Jose, CA ANNEXED HAMILTON NO. 59
People Info	Ron Chan RDC

POST SUBMISSION INSTRUCTIONS

The initial phase of your fire systems online permit application has been submitted successfully. Next, you will receive an e-mail to upload and submit files in order to continue the electronic application and plan review process through SJePlans. For more information about SJePlans, please visit the [SJePlans resource page](#).

When you make payment, you will see this confirmation screen.

Congratulations, you have successfully completed the initial application phase. Our electronic intake and plan review platform, SJePlans, will automatically start for your project, and a Fire Prevention Permit Specialist will help with processing your application through the permit process. See Fire Department’s SJePlans web page, <https://www.sanjoseca.gov/your-government/departments-offices/fire-department/fire-prevention-permits/fire-department-sjeplans>, for more information about the SJePlans electronic permitting and plan review platform.