



# CITY OF CITRUS HEIGHTS

## BUILDING & SAFETY DIVISION

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### Policy for Residential Fire Repair Permits

**Purpose:**

This policy is to clarify the requirements for submittal and permitting for residential fire repairs.

**Policy:**

All residential fire repair permit applications must have the following documentation provided:

- Complete Application for Building Permit.
- Energy compliance documentation as required by code.
- Minimum - fully dimensioned, preferably drawn to scale, floor plans showing all work to be performed to complete fire repair. **Any work not directly related to the fire repair must be labeled as new, and will require a separate permit number.**
- If the repair consists of exterior work, fully dimensioned, preferably drawn to scale, plot plans will also be required.
- If structural repairs are necessary, two copies of calculations and details, wet-signed and stamped by a licensed design professional (either an engineer or architect), will be required.
- A complete, *detailed* scope of work. Identify work that is fire repair related, and any work that is new.
- A copy of a signed construction contract. Contract must show job specifications (all work required to repair fire, smoke and water damage) and full contract valuation.

**New work is defined as any work performed not directly related to fire damage. For instance, remodeling a bathroom while repairing a kitchen fire, or installing new HVAC and ducts while performing a garage fire repair.**

This list is not all inclusive. It is possible that during the review process, more detailed information may be requested.

All fire repair projects will be taken in for plan review. No fire repair projects will be issued over-the-counter.

Joseph Cuffe, CBO CFM COSS  
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Building & Safety Division