



Site Plan Submittal Checklist

The following items must be submitted at a minimum for all development or site plans. Once all these items have been submitted, the application can be checked in for review.

Development plans are submitted to the City Planning Department and routed to the fire department for review. For site plans, upload these items individually and named accordingly under one submittal, through the Permit, Licenses, and Records Portal located at <https://bit.ly/csfdpermitportal>. All PDFs must be unlocked and created from the originating program. Scanned PDFs are not acceptable.

Title Block/Cover Sheet			
Ensure the following items are completed/addressed in the initial submittal. Please note that each permit includes two plan reviews. Additional fees are implemented at the third review and for all subsequent reviews thereafter.			
Project name	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Project address	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Project description/scope of work	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Developer/contractor name and contact information	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Date of preparation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Vicinity map	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Site Plans			
Ensure the following items are provided/shown.			
Original PDF, not scanned/copied	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
North arrow	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Dimensioned or to scale with graphic representation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Building location and all fire lanes/drives	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Property boundaries and dimensions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Proposed topography at regular intervals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Vehicle impact protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Existing/proposed easements with dimensions and use information	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Locations of all buildings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Locations and types of significant natural features	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Locations and types of proposed landscaping	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Locations of walls, fences, and other similar obstructions; indicate construction and heights	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Locations of existing and proposed fire hydrants	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Building Information			
Ensure the following information is provided/shown.			
Footprints, area, heights, and types of construction of all proposed buildings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Indicated uses and occupancies of all proposed structures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Elevations of buildings as well as any object extending across any drivable surface	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Indication if building(s) are fire sprinklered or not	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Location of any fire department connections	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Locations of all required exits	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>





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Fire Apparatus Access Road Information			
Ensure the following information is provided/shown.			
Proposed streets, drives, parking areas, etc. with dimensions and indication of public or private access	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
For private drives, indication as to design of vehicle weight limitations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Construction materials of all drives and fire lanes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Identification and location of all curb types	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Identification of all curbs or edges of roadway to be marked as a fire lane	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Details of all types of fire lane markings being used	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Provide fire apparatus movement exhibit throughout site	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Indicate approved Knox equipment on any roadway gates	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Locations of all proposed bridges or elevated drives as part of a fire apparatus access road and their weight limitations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Locations, types, and details of all traffic calming devices	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

