



**Procedures for Issuance of Fire District Approval Letter
Required for an El Dorado County Building Permit**

Dear Developer/Builder/Remodeler:

In an effort to streamline your project's approval with the Garden Valley Fire Protection District requirements, we have created this checklist to assist you with our procedures.

1. On your initial visit to our office at 4860 Marshall Road in Garden Valley, please bring the following:
 - Names of owner and/or contractor, physical and mailing addresses, phone and fax numbers of both the owner and the contractor. *You will need to fill out an application at our office.*
 - Assessor's Parcel Number (APN) of the parcel(s) involved.
 - Plans: Owner/Contractor to provide one set of plans for our records that includes:
 - Site Plan (two copies), including the location and size (in gallons) of the LPG tank and gas lines, if applicable. Please show distance of the tank to structures and property lines (must be greater than 10 feet). Also, please show the driveway slope by percentage. *See attached requirements.* One site plan will be returned to you upon approval.
 - Roof plan, depicting the ridge line and slope of the roof. Roofing materials must be indicated on plan.
 - Electrical plan, including the location of all smoke alarms.
 - Floor plan, including the sizes of all windows and locations.
 - Sprinkler system and engineering if applicable.
2. House numbers (not lot numbers) must be on house as per State and District fire codes. Please post four inch (4") numbers within twenty feet (20') of the road and in a contrasting color to the background. Numbers must be posted upon start of construction.
3. Development impact fees are to be paid prior to issuance of the GVFPD letter of approval required for the Building Department.
4. **FINAL INSPECTION BY GVFPD WILL BE REQUIRED.**

We will make every effort to process your application, plan check and final inspection as efficiently as possible. Please plan on a five day turn-around for plan checks and call us at least 72 hours in advance for final building inspections.

Thank you.