



## USER GUIDE FOR FIRE DEPARTMENT PERMIT SUBMITTAL THROUGH WWW.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 central [SJPermits webpage](#).

**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 / Email Verification](#)

**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](#)      [Unregistered User Permit Wizard](#)      [Public Information Search](#)      [Schedule Inspection](#)

To apply for a Fire permit online, an SJPermits account is required. Visit the central [SJPermits webpage](#) for more information on setting up your account. Note that what you can select and apply for is dependent on the Contractor's License type information that you provide.

**FIGURE 2 – MY SERVICES SCREEN**

The screenshot shows the 'MY SERVICES' interface. At the top, there are four buttons: 'Export My Projects', 'Public Information Search', 'Update Personal Info', and 'Sign Out'. Below these, the user ID is displayed as 'ronald.chan@sanjoseca.gov'. A note states: '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.' Below the note are four more buttons: 'Apply for New Permit', 'Pay for My Permits', 'Manage Inspections (Bldg & Fire)', and 'MH Self Certification'. The 'MY PERMITS' section features a search bar and a table with two rows of permit data. Each row has a 'Detail' button.

Seq#	Permit#	Ref File#	Property Address	Permit Type	Sub Type   Work Type	Folder Name	Status	Application Status	Detail
1	2025-090453-FE		XXX E Santa Clara St San Jose, CA	Fire Protection	Fire Overhead Sprinkler System   New Construction	Test Folder	Intake	In-Progress	Detail
2	2025-090449-FE		XXX E Santa Clara St San Jose, CA	Fire Protection	Fire Alarm System   Tenant Improvement	Test Folder	Under Review		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 the Appointment system. See the [Fire Prevention web website](#) for more information.

**FIGURE 3 – ADD NEW APPLICATION SCREEN**

**ADD NEW APPLICATION**

Not sure of which type of permit you need to apply for? Click on the Application Wizard button and answer the questions to be directed to the right permit.

If you already know which permit you are applying for: Skip to the "Detailed Information of New Application" section, located below.

**Note:** Permit selection using the Wizard is based on the answers you select. The permit you need may not be available as an online application based on the project scope or site.

**Application Wizard**

**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 \*

My Services : ronald.chan@sanjoseca.gov

Cancel Application

Next »

- 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

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. If it is found that a contractor repeatedly chooses the wrong Sub Type, SJFD will assess fees associated with handling these incorrect application submittals. 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 José 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 [www.SJPermits.org](http://www.SJPermits.org) portal.

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

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 \*

Demolition  
New Construction  
Tenant Improvement

My Services : ronald.chan@sanjoseca.gov

Cancel Application

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**

ASSOCIATED BUILDING/PLANNING FOLDER INFORMATION

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

Cancel Application

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 [SJPpermits central webpage](#) for detailed information on searching and selecting properties.

**FIGURE 8 – PRIMARY PROPERTY SCREEN**

**PRIMARY PROPERTY**

**Application Type :** Fire Protection | Fire Sprinkler System (NFPA 13) | New Construction

**Primary Property Details :** XXX E SANTA CLARA ST SAN JOSE, CA 95110-1716 BOGUS TEST PROPERTY

**People Information :** Ron Chan RDC

**PROPERTY(IES) DETAIL(S)**

Property Address	Location	PropertyRSN	Delete
XXX E SANTA CLARA ST SAN JOSE, CA - 95110-1716	BOGUS TEST PROPERTY	801	

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**

RoleType	Name	Organization	Email	Delete
Applicant	Ron Chan	RDC	ronald.chan@sanjoseca.gov	
Billing Applicant	Ron Chan	RDC	ronald.chan@sanjoseca.gov	
Contractor	Ron Chan	RDC	ronald.chan@sanjoseca.gov	
Owner	SAN JOSE	SANTA CLARA COUNTY	KISS@SANJOSECA.GOV	
ePlan Applicant	Ron Chan	RDC	ronald.chan@sanjoseca.gov	

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	<b>Select</b>

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 * <input type="text" value="42"/>	Number of Hydraulic Calculations * <input type="text" value="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 \*

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 the [Fire Department Fee Schedule](#), 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**

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

**APPLICANT INFORMATION**

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

**APPLICATION PAYMENT DETAILS**

**Detailed Information for Application #:** 25 090453 000 00 FE

**Application Type :** FE/Fire Overhead Sprinkler System/New Construction

**Property Address Information :** XXX E SANTA CLARA ST SAN JOSE, CA 95110-1716 BOGUS TEST PROPERTY

**People Information :** Ron Chan/RDC

**PAYMENT DETAILS**

Description	Amount	Bill Number	Status
FE-Overhead Sprinkler Plan Check	\$718.00	2251034	Unpaid
FE-Overhead Sprinkler Inspection	\$1,206.00	2251034	Unpaid
FE-Record Retention - 5%	\$96.20	2251034	Unpaid

**Total Fee Amount (for selected):** \$2,020.20

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

**IMPORTANT:** This initial fee must be paid through the online submittal process here 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.

[Return to My Services ↻](#)

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 [central SJPermits webpage](#) for more information on the online payment process.

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**

<a href="#">Return To My Services</a>	<a href="#">Invoice / Receipt</a>
<b>PAYMENT CONFIRMATION</b>	
Thank you for your payment! Your payment of \$ 1667.40 has been confirmed. A receipt for your payment can be found above.	
<b>PERMIT / FILE INFORMATION</b>	
<b>Permit #</b>	2022-673466
<b>Permit / Application Type</b>	Fire Engineering   Fire Overhead Sprinkler System   New Construction
<b>Property Info</b>	1724 Isabel Dr San Jose, CA ANNEXED HAMILTON NO. 59
<b>People Info</b>	Ron Chan RDC
<b>POST SUBMISSION INSTRUCTIONS</b>	
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 <a href="#">SJePlans resource page</a> .	

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.