

The San Bruno Fire Department wishes you success with your new business and strives to help you meet the city's expectations for safe operation. The following questions are commonly asked regarding your business application and ongoing operational needs.

How do I get a City permit to operate my business?

The business compliance process for a new business begins at San Bruno's finance department, where a permit is issued requiring inspections from the fire department and building department. Scheduling of appointments for the fire department inspection should be coordinated by calling the fire department main business line, at 650-616-7096.

Once your business inspection is passed by the fire department, a building department inspection will be required. This appointment should be made after passing the fire department inspection. For your building department inspection, you should call 650-616-7074.

Where do I submit plans for fire-related permit needs?

Plans should be submitted through San Bruno's Community Development Department, at City Hall, 567 El Camino Real. Three sets of plans should be submitted for your permit request.

I've been told I need a special fire permit. How do I obtain it?

State Fire Marshal operational permits for temporary situations (tents, carnivals, temporary holiday businesses, etc.) are issued at the main fire station at 555 El Camino Real during business hours. Permits are assessed at \$185.00 per permit.

Annually occurring operational fire permit fees are automatically assessed with your business license renewal.

How often are businesses inspected?

Businesses requiring State mandated inspections are visited annually.

How long in advance do I need to request a fire department related inspection?

Generally, the fire prevention division can accommodate your inspection request within two business days. Monday thru Friday. Before hour inspections are available at an additional charge.

What are the most common violations noted during fire department inspections?

Common inspection violations include expired fire extinguishers, the use of extension cords in place of permanent wiring, fire sprinkler systems damaged or not being current with 5-year certification date, and excessive combustible storage in non-allowed locations, such as boiler and electrical rooms.

Who do I call when having my fire sprinkler or fire alarm systems tested?

Before you test a fire sprinkler system or fire alarm system you must notify Fire Dispatch at 650-363-4950 to prevent the fire department from responding. Upon completion of the testing you must call Fire Dispatch to advise that the system is back in service.

My fire extinguisher is out of date or has been used. Does the fire department refill them?

San Bruno Fire Department does not service fire extinguishers. Please find a professional fire extinguisher service company to perform that task.

My business has been asked by the fire department to obtain a Knox Box. How do I get one, and who has access to the box?

San Bruno uses Knox Box brand security key boxes exclusively. These boxes provide emergency key access to businesses and may also contain information for firefighters regarding such issues as on-site chemical storage. The fire department has exclusive access to the boxes, and they are keyed specifically for our city, thus are very secure.

Knox Box orders are performed online, through the Knox Box web site at: <http://www.knoxbox.com>

Please select the San Bruno Fire Department thru KnoxBox.com for approved box sizing and style prior to ordering.

Does the fire department offer any training for my employees?

The fire department can arrange CPR, fire extinguisher use, and general safety training upon request. Some training sessions have associated costs. Contact the fire department through the main business line for scheduling.