* Fire Prevention Appointments:

In person appointment’s will be kept at an absolute minimum. Appointments will be at the discretion of the Grand Junction Fire Administration staff and will only be offered in the event that the work cannot be performed by phone or email.

1. To make an inquiry about obtaining an appointment, please call or email us. Our administrative staff will get you in touch with the appropriate Fire Prevention staff member.

Plan Submittals:

Forms can be found at GJFD Fire Prevention and Contractors.

1. New Applications and Plans can be submitted at fire@gjcity.org
   a. Plans and applications will be forwarded to the appropriate Fire Prevention staff member.
      Please make sure that you provide us with your correct phone number and email address. This will be how we contact you for the remainder of the process.

Plan Review Worksheet, Fee Collection and Clearance:

1. You will be notified by a member of the Fire Prevention team when your paperwork is ready. They will email you a copy of the Plan Review Worksheet. ***
   Please follow the next steps:
   a. Download/print the worksheet
   b. Sign it, list the company and date it
   c. Rescan the worksheet
   d. Email it back to fire@gjcity.org – along with the following:
      i. In your email, please give written consent to process an over the phone payment.
      *Please note that until we receive a signed copy of the worksheet and written consent, we will not be able to process the payment and provide you with the clearance.
      **Please do not send us your credit card information in an email – it is not secure, and we will not be held liable. If we open an email that contains your credit card information, it will be deleted immediately.

2. After our administrative staff has obtained the signed Plan Review Worksheet and written consent to process an over the phone payment; they will call you. The payment will then be processed while you are the phone with our staff. We accept Visa, Mastercard and Discover. We do not accept American Express.
   a. When the payment goes through, our staff will email you a receipt.
      i. If the payment does not go through, you will be allowed to try one additional card - no more.
      ii. You will not be allowed to split the balance between cards.
   3. Our staff will scan and email you a copy of the clearance.

***Please note that Mesa County will require proof of a signed plan review worksheet. Please retain a copy for them. ***
Field Inspection Safety:

1. Fire Prevention personnel will continue to conduct construction/permit related filed inspections on a case-by-case basis.
   a. All inspection requests must be prescheduled so that safety parameters can be set in advance of the field inspection.
      i. If you require hard copies of your paperwork, please speak to your assigned Fire Prevention staff member when scheduling your inspection and they will arrange to bring out hard copies.
   b. Fire Prevention staff will follow established general safety and social distancing guidelines as they are issued.
   c. Each Fire Prevention staff member has been empowered to adjust or cancel any field inspection if, in their opinion; the visit compromises those standards and until the matter has been mitigated by the contractor.
      i. This may result in the clearing or limitation of construction employees in the area being inspected.
      ii. Unresolved conflicts will be directed to the Fire Marshal for consideration and disposition