

# Obtaining Fire Department Clearance for a Building Permit

## The Planning Process Step 1

Before you can start the Fire Department Clearance process for your building permit, you must first obtain an approved Planning Clearance from either the Grand Junction Planning Department or the Mesa County Planning Department.

A Planning Clearance verifies that any building issues, such as zoning, change-of-use, site plan review, etc., have been addressed before the building process takes place.

For questions, call:

Community Development Department

**(for projects in the City):**

244-1430

OR

Mesa County Planning Department

**(for projects in the County):**

244-1631

## The Building Process Step 2

The Fire Department Clearance is a part of the Building Permit process. It is completely separate from the Planning Process. It takes approximately 10 days for the Fire Department to review your plans. Please follow the steps below:

### #1:

Submit permit application and construction plans to GJFD via the Digital Plan Review Portal at <https://www.gjcity.org/166/Fire-Department>. The plan must be identical to the plans you submit to the Building Department. If required by the Building Department, include an engineer or architect seal.

### #2

Once the review is complete, GJFD will issue the applicant an Approved Plan Review Report and Permit (Two Documents) as official Fire Department Clearance via email once fees have been paid via online invoice. Bring these two documents to the Mesa County Building Department.

*Please note: If your submitted plans are inadequate or require change, you will be contacted to discuss what is needed via phone, email or digital plan submittal portal. The review period does not begin until we receive acceptable plans.*

## Fire Protection Systems:

If your project includes fire protection systems such as: fire sprinkler systems, hood extinguishing system, spray booths or hazardous material storage tanks, your subcontractor for the system will submit plans and specifications under a separate clearance form. These plans can be submitted via the same Digital Plan Review Portal after you receive your building permit.

**Please be aware that we do not allow installation of these systems until we have reviewed and approved the fire protection plans.**



## Contact:

Fire Department  
625 Ute Avenue  
Grand Junction, CO 81501  
970 549.5800  
971549.5850 FAX  
Website: [gjcity.org](http://gjcity.org)  
Email: [fire@gjcity.org](mailto:fire@gjcity.org)