



**CITY OF RICHMOND FIRE DEPARTMENT**  
**Prevention Services Division**  
450 CIVIC CENTER PLAZA  
RICHMOND, CA 94804  
OFFICE (510) 307-8037 / FAX (510) 307-8048



Information regarding your recent Fire Department Invoice(s)

**1. Inspection Fee Invoice**

If you recently received an invoice for an inspection fee for permit to operate \$222.00 AND are a HOME based business or NO Longer own the business, please email [fireprevention@ci.richmond.ca.us](mailto:fireprevention@ci.richmond.ca.us) and give the following information to remove yourself from the system.

1. Name
2. Name of business
3. Address of business
4. Invoice number (located in upper right hand corner of invoice)

**2. Permit to Operate Invoice & Inspection Fee Invoice**

If you recently received an invoice for a permit to operate (fees depend upon specific business activity) AND an invoice for an inspection fee for permit to operate \$222.00, please call (510) 307-8031 for an inspection. **AFTER** your inspection the \$222.00 invoice fee will be removed.

**3. Hotel/Motel/Apt/Condo Invoice**

If you recently received an invoice for your property and the description is for Hotel/Motel/Apt/Condo the city is now charging annual fire inspection fees (RMC ordinance 25-13 N.S.) for any Residential Group R-2 building.

**California Fire Code Definition:** Residential Group R-2. Residential occupancies containing sleeping units or **MORE than TWO** dwellings units where the occupants are primarily permanent in nature, including: Apartment houses, boarding houses (nontransient) with 16 or more occupants, congregate residences (nontransient) with more than 16 occupants, convents, dormitories, fraternities and sororities, hotels (nontransient), live/work units, monasteries, motels (nontransient), vacation timeshare properties.

**Responsibility to Inspect:** California Fire Code Section 1.1.3.2 (item #7) & Health and Safety Code 17921 (b)

**Authority to Inspect:** Health and Safety Code section 13146.2

**Ability to Change Fee:** Health and Safety Code Section 13143.5 (f) (2)



# RICHMOND FIRE DEPARTMENT

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## FIRE PREVENTION SERVICES DIVISION

Greetings:

The purpose of this letter is to explain the updated Fire Department permit fee schedule which is now required for your business. Such permit(s) may not have been previously required for your business.

The Richmond City Council will soon adopt a new fee schedule for Fire Department permits which will be effective on January 1, 2014. The purpose of this new schedule is to fund annual safety inspections for occupancies with the greatest need for life safety and property protection. Such occupancies include facilities where hazardous materials or hazardous processes are used and/or stored, places of public assemblage, schools, churches, hotels, multiple residential occupancies with three or more units including large apartment complexes, condominiums, and townhomes, and where special uses, activities or operations are taking place.

The fees adopted were based on those charged by fire services within Contra Costa County and neighboring counties. By following this precedent established by neighboring jurisdictions, several new permit requirements were established. It is important that businesses in Richmond pay the same types of fees that are required of business throughout Contra Costa County.

Your business is very important to us. Furthermore, your safety and that of your staff, clients and our firefighters is our number one concern. Once approved by the Richmond City Council, the new fee schedule will be available on the City of Richmond's website ([www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)).

If you have any questions concerning the fee schedule, please call the Fire Prevention Bureau at (510) 307-8042.

Sincerely,

Terry Harris  
Fire Marshal