



## NORTH CENTRAL FIRE PROTECTION DISTRICT

### New Construction Inspection Request – Process

All new construction in the North Central Fire Protection District requires a minimum of one inspection (Final/Fire Clearance). Each type of plan has its own phases of inspections that must be completed throughout the construction process. The following steps explain the process of requesting a New Construction inspection.

1. Fill out the **New Construction Inspection Request form (DFP-029)**. The application must be filled out in full. If any information is not provided or incomplete, the application will be rejected until complete.
2. Once completed you will email the form to [Fire.Prevention@NorthCentralFire.org](mailto:Fire.Prevention@NorthCentralFire.org) or hand deliver the inspection request to the NCFPD Administration office located at 15850 W. Kearney Blvd. Kerman CA 93630. Office hours are Monday - Friday 7:00am to 3:30pm.
3. You will be contacted via email only to schedule an inspection date and time. Inspection take place in two blocks of time. The AM block is 8:00am-12:00pm. The PM block is 1:00pm-4:00pm. The applicant must be present for the inspection. This allows for an uninterrupted flow of information between the Fire Inspector and the applicant.
4. The Fire District Approved Plans and Job Card and all supported documentations shall be available on site for the Fire Inspector review. Failure to have these items on site will result in automatic failure and a penalty fee will be issued. The penalty fee will need to be paid, prior to rescheduling a reinspection.
5. Once all the required phases of the inspections, the fire inspector will sign the Fire District Job Card and the City of Kerman or County of Fresno Job Card. This signature is what you will need to show the City of Kerman or County of Fresno proving you have Fire Final / Clearance.
6. Notice of cancellations must be made 24 hours in advance or re-inspection fees will be accessed. **Please note:** in the event of inclement weather underground inspections will be cancelled. (Per Fire Prevention Manual 401.001)
7. Questions or checking the status of your request shall be communicated via email only at [Fire.Prevention@NorthCentralFire.org](mailto:Fire.Prevention@NorthCentralFire.org) Phone calls will NOT be accepted.



# North Central Fire Protection District New Construction Inspection Request Form

Date: \_\_\_\_\_

Email to: [Fire.Prevention@NorthCentralFire.org](mailto:Fire.Prevention@NorthCentralFire.org)

**Inspection Type:**

- Fire Sprinkler (Commercial)
- Fire Sprinkler (Residential)
  - Pre-Pipe (Weld) Commercial Only
  - FS Overhead Pressure Test
  - FS Hangers & Braces
  - FS Underground Flush
- Fire Alarm System (includes 24hr. Bat. Test)
- Pre-Construction (Access & Hydrants)
- Hood & Vent System
- Underground Piping
- Hydrant Flush
- Above Ground Tank
- Underground Tank
- Fire Sprinkler Monitoring
- Fire Final
- 5 Year Test: Check the follow below
  - Pump Test
  - Fire Dept. Connection
  - # of Standpipes: \_\_\_\_\_
  - # of Dry Pipe(s): \_\_\_\_\_
  - # of Riser(s): \_\_\_\_\_
  - Other: \_\_\_\_\_

Description: \_\_\_\_\_

Desired Date for inspection: \_\_\_\_\_

Desired Time frame for inspection: \_\_\_\_\_ AM (Between 8am to 12pm) / PM (Between 1pm to 4pm)

**To be filled out by business/person applying for inspection. Please print clearly.**

Name of Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Contractor Fax: \_\_\_\_\_

State License #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Fire Permit #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Address	City	State	Zip
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I hereby certify that the above application is complete and correct to the best of my knowledge. The undersigned applicant certifies that the project described herein will be built in accordance with plans and specifications submitted. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or performance of construction.

**CANCELLATIONS**

**Notice of cancellations must be made 24 hours in advance or re-inspection fees will be accessed.**  
Please note: in the event of inclement weather underground inspections will be cancelled. (Per Fire Prevention Manual 401.001)

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Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 New Construction Inspection Request Form (DFP-029)  
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