



**TOWN OF TRUCKEE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
BUILDING AND SAFETY DIVISION

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**Truckee Fire Protection District and Truckee Building and Safety Division permit and inspection responsibilities**

**PURPOSE:** To define the division of responsibility between the Truckee Fire Protection District and the Town Building and Safety Division within the Town of Truckee

**BACKGROUND:**

The Truckee Fire Protection District (Fire District) and Town Building and Safety Division (Building Division) work cooperatively to assure fire safety in new and remodeled buildings by reviewing plans, issuing permits, and performing inspections throughout various stages of construction.

**PROCEDURE:**

Single Family Dwellings and Duplexes –

The Building Division reviews plans and issues permits for fire sprinkler systems in single family dwellings, duplexes and townhomes. Fire sprinkler systems are required for new buildings initially submitted for permit on or after January 1, 2011. The Building Division charges a fee for this service. The fee is based on one hour each for plan review and inspection for buildings less than 2500 square feet, two hours each for buildings over 2500 square feet, billed at our current hourly rate.

Prior to the Building Division performing a final inspection, please assure that the Fire District has performed a final defensible space inspection on the property.

Multifamily and Commercial Projects -

The Fire District has primary responsibility for plan review and inspection of fire sprinkler systems on multifamily (three or more units) and commercial projects. This includes ansul systems, fire alarms and automatic fire sprinkler systems. However, the Building Division issues the permits for these projects. Hence, plans need to be submitted by the applicant to both agencies. The Building Division charges a plan review fee when plans are submitted (one hour rate) and issues a permit and charges a permit fee (one hour rate) on these projects. Building will also perform a final inspection when all work is complete and the Fire District has approved the project.