

**WRITE YOUR PERMIT NUMBER(S) HERE:**

|     |                              |     |                           |
|-----|------------------------------|-----|---------------------------|
| 700 | FIRE BUILDING PROGRESS       | 800 | AST INSTALL               |
| 702 | FIRE BUILDING FINAL          | 802 | AST REMOVAL               |
| 704 | SPRINKLER PIPE INSPECTION    | 804 | AST LINE TEST             |
| 706 | SPRINKLER HYDRO STATIC TEST  | 806 | AST MONITOR TEST          |
| 708 | SPRINKLER TI                 | 808 | AST FINAL                 |
| 710 | SPRINKLER FINAL              | 810 | SPCC                      |
| 712 | STANDPIPE PIPE INSPECTION    |     |                           |
| 714 | STANDPIPE HYDRO STATIC TEST  | 812 | UST INSTALLATION          |
| 716 | STANDPIPE FLUSH/FINAL        | 814 | UST PIPE TEST             |
| 718 | KITCHEN FIXED EXTING. SYSTEM | 816 | UST MONITOR TEST          |
| 720 | CLEAN AGENT                  | 818 | UST SPILL BUCKET TEST     |
| 722 | FIRE ALARM ROUGH-IN          | 820 | UST CLOSURE               |
| 724 | FIRE ALARM TI                | 822 | UST REMOVAL               |
| 726 | FIRE ALARM FINAL             | 824 | UST PRECISION TEST        |
|     |                              | 826 | ENHANCED LINE LEAK DETECT |
| 728 | PRE LICENSURE                | 828 | UST MODIFICATION          |
| 730 | DAY CARE FORM 850            | 830 | UST FINAL                 |
| 732 | CARE HOME FORM 850           | 832 | HOIST/SUMP REMOVAL        |
| 734 | HOSPITAL FORM 850            | 834 | HOIST/SUMP FINAL          |
|     |                              | 836 | HMMP/HMIS                 |
| 736 | MED GAS ROUGH/AIR TEST       | 838 | CAL ARP/RMP               |
| 738 | MED GAS FINAL                |     |                           |
| 740 | SPECIAL EVENT (ASSEMBLY)     |     |                           |
| 742 | PUBLIC ASSEMBLY (NEW)        | 842 | UFC HAZARDOUS MATERIALS   |
| 744 | SPRAY BOOTH INSTALLATION     | 844 | HAZ WASTE RECYCLER        |
| 746 | PUBLIC WORKS ACCEP           | 846 | HAZ WASTE GENERATOR SQ    |
| 748 | ALARM RESET                  | 848 | HAZ WASTE GENERATOR LQ    |
|     |                              | 850 | TIERED PERMIT             |
| 750 | TENT                         | 852 | UNIVERSAL WASTE           |
| 752 | NRP                          | 854 | SOIL REMEDIATION          |
| 754 | OTHER FIRE                   | 856 | CONFIRMATION SAMPLING     |
| 756 | UG HYDRO STATIC              | 858 | GROUNDWATER REMEDIATION   |
| 758 | UG FLUSH                     |     |                           |
| 760 | UG FINAL                     | 860 | SPILL/RELEASE/PROP 65     |
| 762 | HIGH PILE INSTALL            | 862 | SITE CLOSURE              |
| 764 | OVEN INSTALL                 | 864 | ENV SITE ASSESSMENT       |
| 766 | LPG INSTALL                  | 866 | ON SITE CONSULTATION      |
| 799 | FIRE FINAL                   | 868 | OTHER HAZMAT              |
|     |                              | 899 | HAZMAT FINAL              |

**LEGEND:**

**UG - UNDERGROUND**

**UST - UNDERGROUND STORAGE TANK**

**AST - ABOVEGROUND STORAGE TANK**

# “Selectron” Automated Fire Inspection Request System

**New as of May 1, 2008**

**(707) 543-3006**

**<http://srcity.org>**



**FIRE PREVENTION BUREAU  
2373 CIRCADIAN WAY  
SANTA ROSA CA 95407  
707-543-3500 (Business Office)**

## OVERVIEW

“SELECTRON” is an automated system that allows callers to use a touch tone phone to request and cancel fire department permit inspections.

“SELECTRON” is available seven days a week to request inspections. **Please Note: This is an inspection request, not a confirmation.** Please request inspections 48 hours in advance of an inspection date and time. You will then be contacted by an inspector to schedule the date and time of your inspection.

If you are unable to request an inspection the project may owe fees and/or have a “hold” or “notice” preventing the scheduling. Please call 707-543-3500 for assistance.

## HOW TO REQUEST AN INSPECTION

**\*NOTE: Please request your inspection for the next day so we may contact you to schedule the inspection date and time. NO INSPECTIONS ON FRIDAYS.**

**Scheduling a Fire Inspection:** (Must have Permit and Inspection Number)

Dial **3006** (543-3006 from outside City)

Press “**1**” to continue in English (or “**2**” to continue in Spanish)

Press “**1**” to schedule an inspection

Press “**2**” to schedule a fire inspection

Enter the numeric portion of permit number (F08-0157 = **080157**)

followed by the # key

- Press “**1**” for next day inspection
- Press “**2**” for 2<sup>nd</sup> day inspection

Enter three-digit inspection code

System will now check prerequisites

- Press “**1**” to leave a message for the inspector
- Press “**2**” to continue without leaving message
- Press # key to reenter inspection date

Confirmation of Inspection

Press “**6**” to be automatically notified of inspection result

- Press “**1**” to be notified by phone – enter as **xxx-xxx-xxxx**
- Press “**2**” to be notified by fax – enter as **xxx-xxx-xxxx**

Press “**1**” to hear confirmation number and hang up

**(Please remember to write down your confirmation number.)**

## CANCELING AN INSPECTION

**Canceling a Fire Inspection:** (Must have Permit & Inspection Number)

Dial **3006** (543-3006 from outside City)

Press “**1**” to continue in English (or “**2**” to continue in Spanish)

Press “**2**” to cancel an inspection

Press “**2**” to cancel fire inspection

Enter the numeric portion of permit number (F08-0157 = **080157**)

followed by the # key

Enter three-digit inspection code

Confirmation of inspection

- Press “**1**” to cancel
- Press “**2**” to cancel and reschedule for another date
- Press “**3**” to leave as schedule

In order to cancel or change a scheduled inspection, it is the responsibility of the requester to provide a 24-hour advance notice. In addition, inspections requested for work which is not ready may result in the imposition of re-inspection fees.

If you must cancel an inspection request after the cutoff time, call the SRFD business office at (707) 543-3500 between the hours of 8:00 am and 5:00 pm.

## USING THE SYSTEM

The first menu will give you instructions on how to use the system. To return to the beginning of the first menu press the \* key while in the first menu. If you call between 8:00 am and 5:00 pm and information is not entered at the first menu within 10 seconds, your call will be transferred to the main number of the Fire Department.

You will soon find that you can enter information as soon as “SELECTRON” begins to request it. While this makes the process much shorter, it is suggested that you listen to the entire dialogue until you are familiar with the system.