

**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.