



# PLAN LOG IN SHEET

All Information must be filled out completely.

If ALL information is not provided, your plans will be REJECTED or DELAYED for plan review. If you have any questions, please ask for assistance.

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

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

Installing contractor name: \_\_\_\_\_

Installing contractor address: \_\_\_\_\_ Phone: \_\_\_\_\_

Installing contractor state license #: \_\_\_\_\_

Contact Person: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

City Business License # : \_\_\_\_\_ Expiration date : \_\_\_\_\_ (must be current to pull permits)

**\*\*\*You must complete the following: (please circle those that apply)\*\*\***

**\*Please Circle One:**

Residential Sprinkler System

Commercial Sprinkler System

Alarm System

Fire Protection Underground

Fixed Extinguishing System

Other Fire System Please Describe: \_\_\_\_\_

**\*Please Circle One:**

New

Tenant Improvement

Resubmittal

As-built

## For Office Use Only

Permit Number: \_\_\_\_\_ Bin Number: \_\_\_\_\_

Assigned inspector: \_\_\_\_\_

Person contacted for permit pick up: \_\_\_\_\_ Date: \_\_\_\_\_

Permit and plans retrieved by :

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Riverside Fire Prevention \* 3900 Main St. Riverside, CA 92522

Phone: (951) 826-5737 Fax: (951) 826-2539

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