



MORONGO VALLEY FIRE DEPARTMENT

11207 Ocotillo Street Morongo Valley, Ca 92256
760-363-6454 / fireletters@morongovalleyfire.org

Residential Fire Letter Application

Fire Department Protection Guideline Letter Application must be signed by the property owner only. The Fire Department Protection Guideline Letter will be issued to the property owner only. The property owner may elect to have a contractor or other person(s) submit this application and required documents as well as receive the Fire Department Protection Guideline Letter.

Project Address:

(Nearest) Cross Street:

Assessor's Parcel #:

Year Home/Business was Built?

Square Footage of Home/Business?

RESPONSIBLE PARTY FOR BILLING:

Property Owner:

Billing/Mailing Address:

Primary Telephone #:

Email:

Building Contractors Name:

Telephone #:

Email:

Fire Sprinkler Contractor:

Telephone #:

Email:

Other Contractor:

Telephone #:

Email:

Please answer the following questions regarding the existing property:

What is the Square Footage of the Proposed Addition?

Does a Water Purveyor provide water to the property? Yes No

Golden State Water San Bernardino County

How far away is the closest fire hydrant to the edge of the driveway at the roadway?

Does the existing structure have an automatic fire sprinkler system? Yes No

Does the property have an existing Above Ground Water Storage Tank? Yes No

How many gallons?

Does it have a fire pump? Yes No

Does the above ground tank have a 2.5” fire department connection? Yes No

Please Describe the Scope of Work to be performed on this project:

I certify as the property owner of the above property that all information on this application pertaining to the above project is true and correct to the best of my knowledge.

Property Owner’s Signature:

Date:



PLAN CHECK INSTRUCTIONS:

Please submit all the following in digital format by email to: fireletters@morongovalleyfire.org

For further instructions or FAQ's, please visit <https://www.morongovalleyfire.org/fire-prevention> or call 760-363-6454 to inquire about what you will need based upon the scope of your project. Owners/Contractors are responsible for submitting completed sets of plans with associated cut sheets, equipment specifications, Sprinkler calculations, Fire Flow tests, Etc.

- Fire Letter Application
- Project Plans
- Sprinkler Plans
- Sprinkler Calculations
- Above Ground Storage Tank Plans
- KNOX Box Program
<https://www.knoxbox.com>
(Required for Commercial Properties)
- Fire Hydrant Flow Test
- Golden State Water Company
800-999-4033
customerservice@gswater.com
- San Bernardino County Water & Sanitation
760-955-9885
developmentsservicesdivision@sdd.sbcounty@gov

The Morongo Valley Fire Department contracts with an outside third-party vendor for all plan reviews and inspections. All submissions will be made to the fire department for tracking and accounting purposes before being forwarded to the vendor for review or inspection. All fees must be paid prior to the review or inspection being carried out or the fire letter issued. MVFD personnel will facilitate the application process, inspection scheduling, and billing.

Please note that Plan Reviews can take 14-30 days from the date of each submission to be reviewed. If corrections are required, you will need to re-submit those plans with the specified corrections. Each plan review is a new and separate fee. Depending on the scope of the work being performed, there may be one or more inspections required for each set of plans submitted. Any missed inspections will generate a missed or failed inspection will generate a new fee. Contractors are responsible for knowing the Conditions of Approval (COA) and scheduling the required inspection(s) in a timely manner.

The Morongo Valley Fire Department has adopted the San Bernardino County Fee schedule with pertaining to plan reviews and inspections. Please note that if you are a commercial business, your establishment will be subject to annual business inspections as well as occupancy permits which can also be found in the fee schedule. The fee schedule can be found on the website at <https://www.morongovalleyfire.org/morongovalley-fire-department>.

I acknowledge as the Property/ Business Owner applying for the Fire Protection Letter, that I have been made aware of the Fire Letter Application process and associated fees.

Property Owner's Signature:

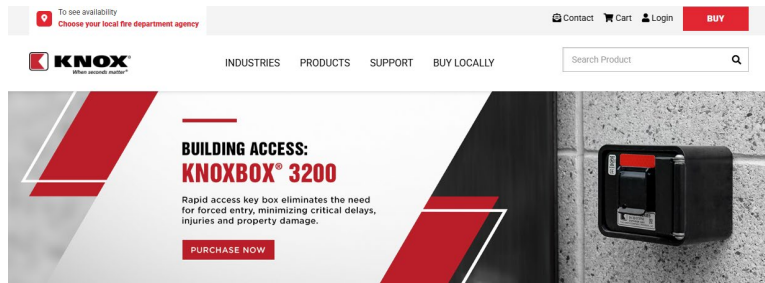
Date:



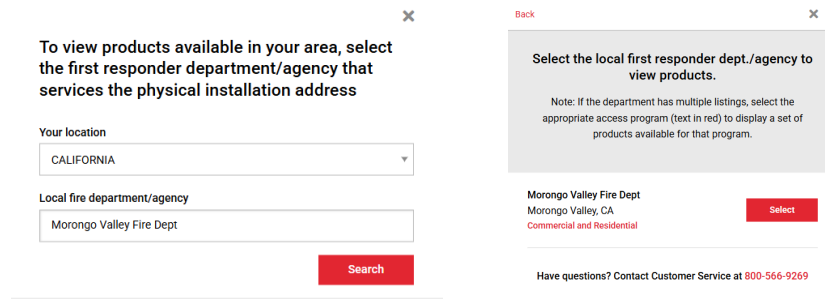
KNOX Box Program:

The Morongo Valley Fire Department participates in the KNOX Box Program. Knox Box is required for all commercial establishments within the Community Service District of Morongo Valley, California. It is Voluntary for residential homes but strongly encouraged!

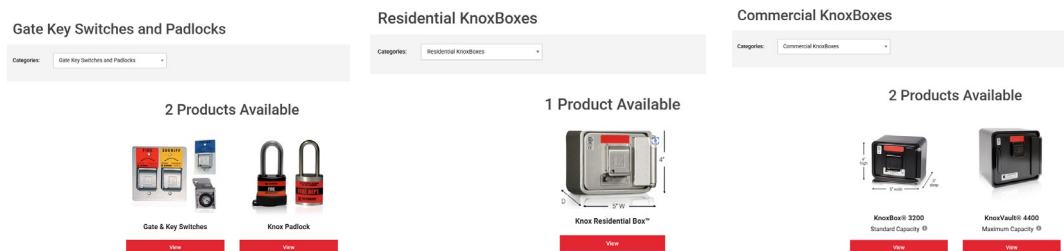
Step #1 – Go to <https://www.knoxbox.com> and click on the Buy button at the top right of the page.



Step #2 – On the drop down, arrows pick the state of California and the “Morongo Valley Fire Department” (**NOT** Morongo Fire Department). KNOX Box keys are unique to each jurisdiction and if you pick the wrong department, your product won’t work with our key! From there you will press the select button.



Step #3 - Click on the category of the product that you wish to purchase.



Step #4 – The Morongo Valley Fire Department will receive an email to confirm the purchase of your KNOX Box product. Once approved, your order will be completed and the product shipped to your mailing address.

Step #5 – Upon successful installation of your KNOX Box product, contact the Morongo Valley Fire Department and we will come to your business or residence and assist you with unlocking your KNOX Box and placing the key inside or give you a demonstration on how the gate switch or pad lock works in case of an emergency.