ROCHESTER
FIRE DEPARTMENT
FIRE MARSHAL

City of Rochester
201 4th Street SE - STE 10
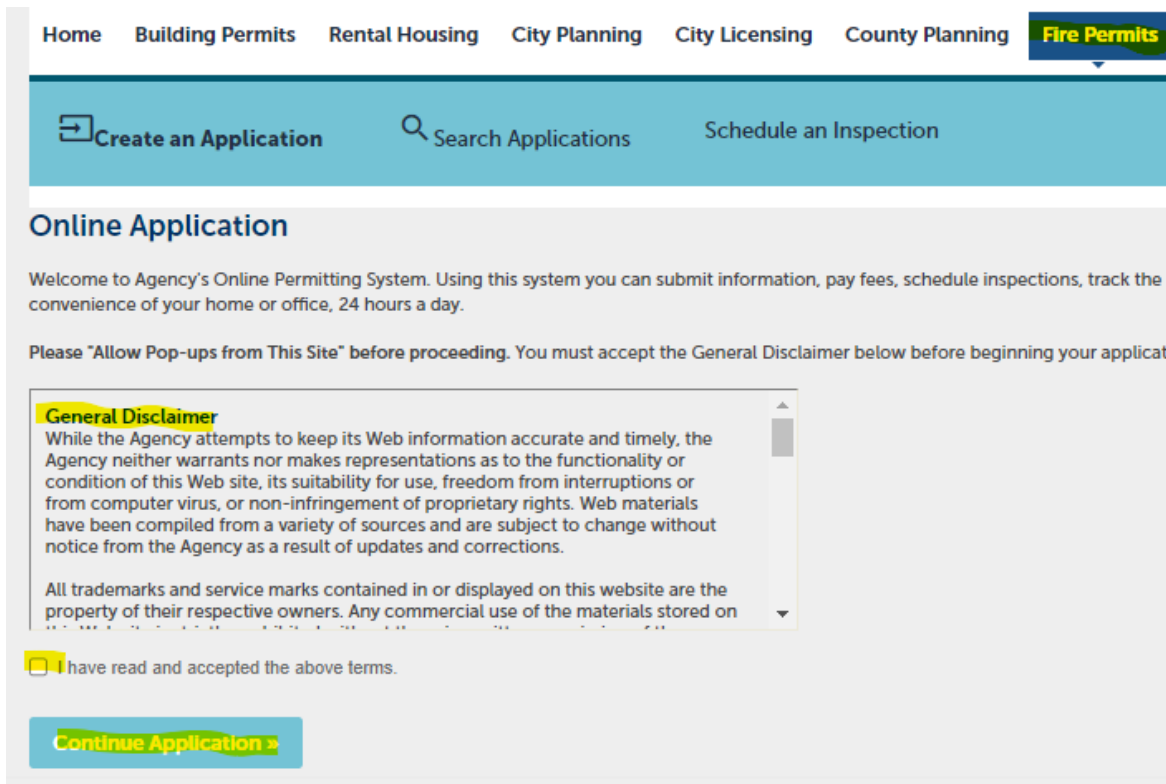Rochester, MN 55904-3726

Phone: 507-328-2800
Fax: 507-328-2829

SUBMITTING AN ANNUAL OPERATING PERMIT APPLICATION

After creating your user account (see guide here), sign into Citizen Access portal here.

Read and acknowledge the disclaimer as shown below. Continue Application.

Choose Fire Annual Application under Fire Permits and Continue Application

You should have received either a notice or request to apply for this permit by the Fire Marshal's Office. If you have not been instructed on which permit types are needed, please contact us at 507-328-2800 or via email to firemarshalsoffice@rochestermn.gov.

If you have been instructed, choose <u>Yes</u> below and Continue Application. If <u>Not</u>, please contact us.

Fire Annual Application

1 Fire Marshal Confirmation	2 Business Location	3 Contact Information	4 Business Information	5 Documents

Step 1: Fire Marshal Confirmation > Business Question

Custom Fields

FIRE OPERATING PERMIT

DO NOT CONTINUE. Please contact the Fire Marshal's Office at 507-328-2800 for guidance on appropriate permit types required for your business before continuing.

Have you been directed by Rochester Fire Marshal's Office to apply for an operating permit?:   ○ Yes ● No

Continue Application »

Enter Business Address. (for more information on entering addresses see the Address Guide <u>here</u>) You can either search for an address (enter Street number and City then <u>Search</u> for best results) or enter your address and <u>Continue Application</u> without searching.

Step 2: Business Location > Business Address

If you have not been directed by Rochester Fire Department Fire Marshal's Division staff regarding the operating permits required for yo completing this application for guidance.

Address

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*Street No.:	*Street Name:	Street Type:	Direction:
		--Select--	--Select--

Unit Type:	Unit No.:
--Select--	

City:	State:	*Zip:	*For Internal Use Only
	--Select--		

Search   **Clear**

Continue Application »

The individual completing this application is the Applicant. You can choose Select from Account and find your name and select. You may need to add more information as required.

Fire Annual Application

1 Fire Marshal Confirmation	2 Business Location	3 Contact Information	4 Business Information

Step 3: Contact Information>Applicant Information

Applicant

This is name and contact information for the person completing this application. The applicant will receive email notifications regarding this application.

[Select from Account] [Add]

[Continue Application »]

If more information is needed, a pop up will open with required fields indicated by *.

Contact Information

*First:	Middle:	*Last:
Julie		Ladage

Name of Business:

*Address Line 1:	*City:	*State:	*Zip:
201 4 st se	Rochester	MN ▼	55904-

Home Phone:	*Work Phone:	Mobile Phone:
(xxx) xxx-xxxx	(xxx) xxx-xxxx	(xxx) xxx-xxxx

Fax:

(xxx) xxx-xxxx

*E-mail:

jladage@rochestermn.gov

[Continue]   Discard Changes

Continue and then choose Continue Application

ADDITIONAL CONTACTS

We are collecting the contacts below for our records to aid in communications and any follow up required. All contacts might be the same as applicant and if that is the case, complete by selecting from account as done previously. If they are different, choose Add to complete the required contact information. When finished, choose Continue Application.

Step 3:Contact Information>Fire Annual Contacts

Annual Renewal/Permit Contact

This is the contact who will receive renewal invoice and permit.
This contact may be the same as applicant.

[Select from Account] [Add]

Business Owner

This is the Owner of the business.
This contact will receive information on inspection results.

[Select from Account] [Add]

Site Contact

This is the contact information for a parent company who will receive the permit.
This is the individual to contact for an inspection. This person should be on site, knowledgeable about operation and available to walk through business when inspection is scheduled.

[Select from Account] [Add]

[Continue Application »]

The next page will show the contacts as entered.

You will have an opportunity to edit Contacts if desired by choosing Edit. Continue Application

Step 3: Contact Information > Fire Annual Contacts

Annual Renewal/Permit Contact

This is the contact who will receive renewal invoice and permit.
This contact may be the same as applicant.

✔ Contact updated successfully.

Jane Smith
The Test Business Corporate Office
jladage@rochestermn.gov
Home phone:
Mobile Phone:
Work Phone: 555-999-9999
Fax:
Edit Remove

Business Owner

This is the Owner of the business.
This contact will receive information on inspection results.

✔ Contact updated successfully.

Mary Owner
The Test Business Owner, LLC
jladage@rochestermn.gov
Home phone:
Mobile Phone:
Work Phone: 555-588-8888
Fax:
Edit Remove

Site Contact

This is the contact information for a parent company who will receive the permit.
This is the individual to contact for an inspection. This person should be on site, knowledgeable about operation and available to walk through business when inspection is scheduled.

✔ Contact updated successfully.

Tara Manager
The Test Business Manager on site
jladage@rochestermn.gov
Home phone:
Mobile Phone:555-999-9000
Work Phone: 444-999-9999
Fax:
Edit Remove

Continue Application »

Complete questions that follow. Your business might not use a dba (doing business as). This field is not required.

For Step 4, you will need to refer to the MN State Fire Code Occupancy Classifications document. In the Example below, the business is a Restaurant. Occupancy Group is : Group A (Assembly (50 or more persons): Occupancy Type is: A-2 Dining and drinking (bars, restaurants, clubs) Select the option that best represents your business. If you have questions, please contact us at 507-328-2800.

Once you have Selected the Occupancy Group and Type from dropdowns, please select the check box associated with categories indicated by Fire Marshal official or in letter received (excerpt from letter below).

On each screen, you can Save the application and come back to it later

DOCUMENTS

Some business operations require submitted documents for review by the Fire Marshal's Office. For assistance, you can click on the ⑦ for more information on these questions.


If you respond Yes, a listing of required documentation will appear. These will need to be uploaded to the application as indicated below. There are links to Hazardous Material documents for completion if these materials are maintained in your business.

Uploading required documents

Attachment

Hazardous Materials Management Plan
Hazardous Materials Site Map

The maximum file size allowed is **500 MB.**
Only PDF files are allowed for upload.

Name	Type
No records found.	

Add

When Add is chosen, an upload screen will open.

Choose Add again and browse for your files. Only PDF files can be uploaded.

File Upload ✕

The maximum file size allowed is 500 MB.
Only PDF files are allowed for upload.

Continue   Add   Remove All

File Upload ✕

The maximum file size allowed is **500 MB.**
Only PDF files are allowed for upload.

Management Plan.pdf	100%
Site Plan Instructions.pdf	100%
Hazard Classifications.pdf	100%
Tier II.pdf	100%

Continue   **Add**   **Remove All**

Continue to Add documents until all have been uploaded and Continue.

File:
Hazard Classifications.pdf
100%
*Description:
Description of Hazards Materials in the facility and SDS information

spell check

File:
Tier II.pdf
100%
*Description:
2022 Tier II report for this facility

spell check

Save   **Add**   **Remove All**

Continue Application ▸

Provide Descriptions for required documents. Additional documents may be uploaded on this screen. Save and Continue Application.

✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Almost DONE! The next screen will review the application and allow for edits to be made. When reviewed, read and attest to certification and Continue Application.

Successful submission will result in the message below. The Application number is assigned and will also be referenced in email notifications which will give the status of the application. The sender of these automated emails is accela_mail@rochestermn.gov.

Thank you for your submission or payment.
For Building Permits you will receive an email with further instructions.
For Rental Payments you can now call Building Safety 507-328-2600 and schedule your inspection.
For City Licensing you will receive an email with updates to your license application.
For Fire Permits we will contact you upon review.
For RPU Service Applications you will receive an email after the application has been reviewed and accepted.

201 SE 4 ST, ROCHESTER MN 55904

F23-0296FPA