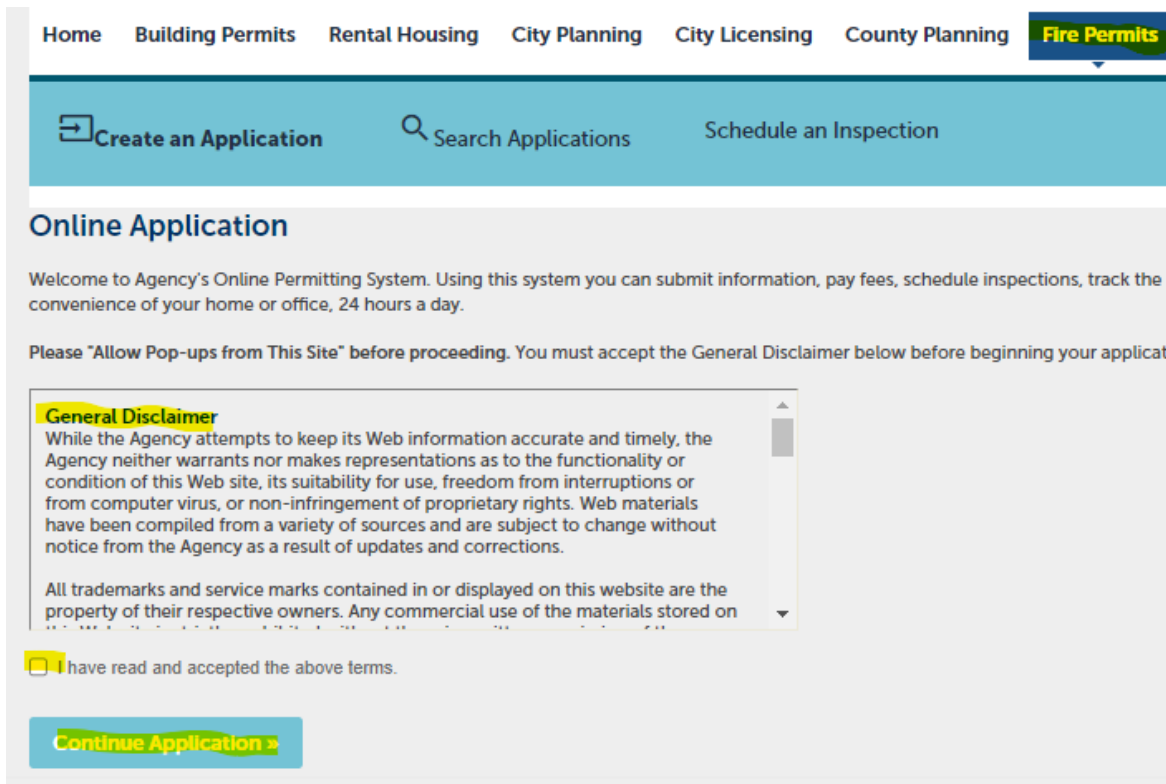


SUBMITTING AN ANNUAL OPERATING PERMIT APPLICATION

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

Read and acknowledge the disclaimer as shown below. [Continue Application.](#)



Home Building Permits Rental Housing City Planning City Licensing County Planning **Fire Permits**

Create an Application Search Applications Schedule an Inspection

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit information, pay fees, schedule inspections, track the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

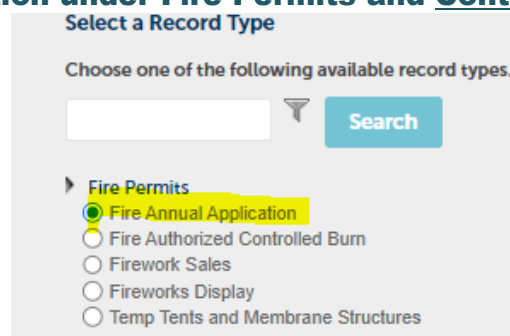
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on

I have read and accepted the above terms.

[Continue Application »](#)

Choose Fire Annual Application under Fire Permits and [Continue Application](#)



Select a Record Type

Choose one of the following available record types.

Search

- ▶ Fire Permits
 - Fire Annual Application
 - Fire Authorized Controlled Burn
 - Firework Sales
 - Fireworks Display
 - Temp Tents and Membrane Structures

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 Yes below and Continue Application. If Not, 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 [here](#)) You can either search for an address (enter Street number and City then Search for best results) or enter your address and Continue Application 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 you completing this application for guidance.

Address

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

Unit Type: Unit No.:

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

[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:

Name of Business:

* Address Line 1: * City: * State: * Zip:

Home Phone: * Work Phone: Mobile Phone:

Fax:

* E-mail:

[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@rochester.mn.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@rochester.mn.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@rochester.mn.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.**

**OCCUPANCY CLASSIFICATIONS
MN State Fire Code – 2020**

- Group A – Assembly (50 or more persons):**
 - A-1 – Theaters (performing arts, fixed seats)
 - A-2 – Dining and drinking (bars, restaurants, clubs)**
 - A-3 – Auditoriums, gymnasiums, museums, worship, libraries, recreation, amusement, etc.
 - A-4 – Arenas, swimming pools, tennis courts (indoor spectator seating)
 - A-5 – Stadiums, grandstands (outdoor seating)
- Group B – Business:**
 - Professional services
 - College/university classrooms
 - Offices
- Group I – Institutional:**
 - Group I-1 (more than 16 persons):
 - Supervised custodial care (assisted living, group homes, congregate care, half-way houses, board & care, Supervised living facilities – Class A-2)
 - Group I-2:
 - Hospitals
 - Nursing homes
 - Detox centers
 - Supervised living facilities – Class B-3
 - Group I-3: jails, prisons, detention centers
 - Group I-4: Adult day services and child day care facilities for 6 or more persons receiving custodial care

Step 4: Business Information > Business Information

For aid in completing Step 4 you will want to reference the Occupancy Classification Listing linked below, choose the Occupancy class and type that most closely matches your business or facility operations. You will need to complete both Group and Type drop downs to continue. Contact us at 507-328-2800 for guidance. [OCCUPANCY CLASSIFICATION LISTING](#)

Indicates a required field.

Custom Fields

APPLICATION DATA

* Business Name:

DBA:

* Is the Building Sprinklered?: Yes No

* Is a Fire alarm system present?: Yes No

* **Occupancy Group:**

Aerosol Products:

Combustible Dust-Producing Operations:

Compressed Gases:

Cutting and Welding:

Dry Cleaning Plants:

Flammable and Combustible Liquids:

Industrial Ovens:

* **Occupancy Group:**

Occupancy Type Group A:

Aerosol Products:

Combustible Dust-Producing Operations:

Compressed Gases:

Cutting and Welding:

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).

Aerosol Products:

Combustible Dust-Producing Operations:

Compressed Gases:

Cutting and Welding:

Dry Cleaning Plants:

Flammable and Combustible Liquids:

Industrial Ovens:

Liquid/Gas-Fueled Vehicles/Equip in Assembly BLDG:

LP-Gas:

Open Flames and Candles:

Places of Assembly:

Repair Garages and Motor Fuel-Dispensing Facilities:

Spraying or Dipping:

Storage of Scrap Tires and Tire Byproducts:

Tire-Rebuilding Plants:

Waste Handling:

Wood Products:

[Continue Application](#)

Please submit your application through the portal at least 1 week prior to this expiration date to allow sufficient time for review, payment and issuance. As a reminder, Rochester City Ordinance Section 8-2-6 and Section 105.6 of the Fire Code, requires a permit for certain business activities or purpose. Fire department operating permits are generally valid for one year and are required to be renewed annually on or before the expiration date.

To aid in the application, you will need to enter the following current permitted activities.

Compressed Gases 105.6.8 Places of Assembly 105.6.34

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  for more information on these questions.


Step 5: Documents > Document Upload


Custom Fields

Additional Information

Do you have Hazardous Materials on site?: 

Do you have high piled combustible storage on site?: 

Are you a Crematorium?: 

Do you have explosives on site?: 

Help ✕

Those chemicals or substances with are physical hazards or health hazards as defined and classified by Minnesota State Fire Code, whether the materials are in usable or waste condition.

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	Size	Latest Update	Action
No records found.				


[Add](#)

[Continue Application >](#)

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.

Additional Information

You will need to upload the following documentation: SDS Information, Maximum quantities on site (in pounds for solids and gallons for liquids), Facility map showing showing location of storage, Tier II if available. Please see the sample Management Plan and Site Map links below.

Do you have Hazardous Materials on site?:  Yes No

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 x

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

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

File Upload x

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.

Annual Renewal/Permit Contact

Jane Smith
The Test Business Corporate Office
201 SE 4 ST
Rochester, MN 55904
United States
Work Phone: 555-000-0000
E-mail: jsmith@rochestermn.gov

Business Owner

Mary Jones
The Test Business Owners, LLC
201 SE 4 ST
Rochester, MN 55904
United States
Work Phone: 555-000-0000
E-mail: mjones@rochestermn.gov

Site Contact

Tom Manager
The Test Business Manager on site
201 SE 4 ST
Rochester, MN 55904
United States
Work Phone: 616-000-0000
Mobile Phone: 555-000-0000
E-mail: tmanager@rochestermn.gov

Custom Fields

APPLICATION DATA

Business Name: The Test Business, LLC
DBA: Testing Today
Is the Building Sprinklered?: No
Is a Fire alarm system present?: Yes
Use of Structure or Facility: Enclosed or Not Enclosed/Outside/Public Space
Compressed Gases: Yes
Liquid/Gas-filled Vehicles/Equip in Assembly Room: No
Open Flames and Candles: No
Flames of Assembly: Yes

Custom Fields

Additional Information

Do you have Hazardous Materials on site?: Yes
Do you have high piled combustible storage on site?: No
Are you a Construction?: No
Do you have explosions on site?: No

Attachments

The maximum file size allowed is 100 KB.
Only PDF files are allowed for upload.

Name	Type	Size	Created/Updated	Action
Management Plan.pdf		389 KB	06/03/2021	Actions
Site Plan/Inspection.pdf		117 KB	06/03/2021	Actions
Handed Check/Invoice.pdf		486 KB	06/03/2021	Actions
Site Plan		114 KB	06/03/2021	Actions

I certify that the information provided in this application or renewal for fire operational permits is true, complete and correct and that no material information has been omitted. I understand that neither MN Fire Code section 255.8 and City of Rochester Ordinance, Chapter 82.1 are required to maintain appropriate fire department operational permits for my business. I further understand a routine fire inspection may be performed in violation of permits required for business activities.
Fire department operating permits are generally valid for one year unless otherwise specified. They are required to be renewed annually on or before the expiry date. Operating permits are renewable by the fire code official when violations of permit conditions exist. Permit fees are non-refundable once the permit has been issued. Operating permits are non-transferable among locations or permit holders.

By checking this box, I agree to the above certification. Date: _____

Continue Application **Save and return later**

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 acela_mail@rochestermn.gov.

Thank you for your submission or payment.
 For Building Permits you will receive an email with further instructions.
 For Rental Permits 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