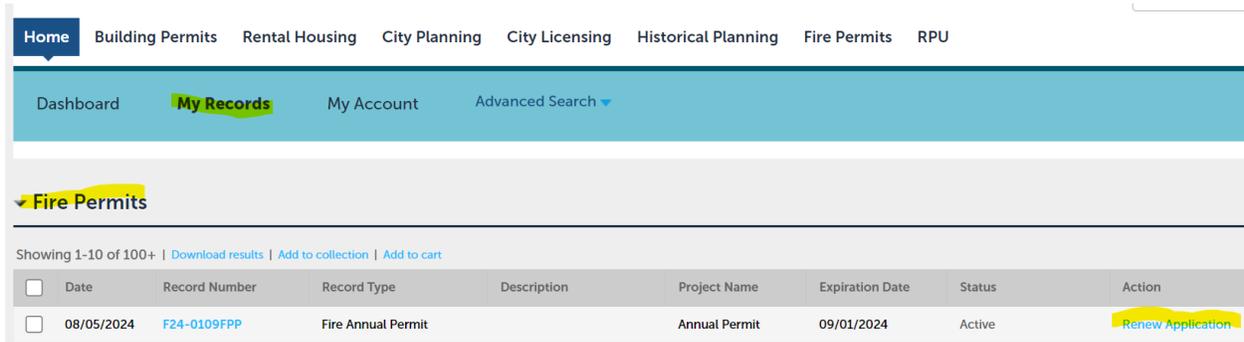


RENEWING YOUR ANNUAL OPERATING FIRE PERMIT

Sign into the [Citizen Access Permitting Portal](#) with the username and password you created for the original online permit application.

Choose **My Records**

Expand the arrow next to Fire Permits. You will see a record ending with **FPP** and **Renew Application** status on the right side.



Home Building Permits Rental Housing City Planning City Licensing Historical Planning Fire Permits RPU

Dashboard **My Records** My Account Advanced Search ▾

▼ Fire Permits

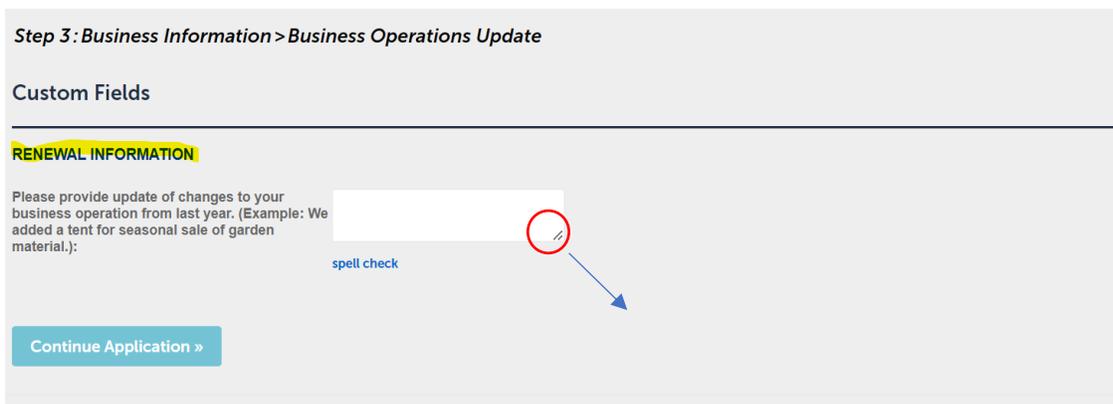
Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	08/05/2024	F24-0109FPP	Fire Annual Permit		Annual Permit	09/01/2024	Active	Renew Application

Choose **Renew Application**

All the information you entered in the original record will be held in the renewal. Continue through renewal application, changing any information that needs to be updated.

A new field present in the renewal is available to advise our Fire Marshals of any changes made to your business that may impact your operational permit. You can expand the field by dragging the lower right corner out.



Step 3: Business Information > Business Operations Update

Custom Fields

RENEWAL INFORMATION

Please provide update of changes to your business operation from last year. (Example: We added a tent for seasonal sale of garden material.)

spell check

[Continue Application »](#)

On Step 4, the questions you answered on the original application will be maintained. If there are any changes, you may update the page. If you were required to upload any documentation previously, you may upload any updated documentation on this screen in the Attachment section. A guide is linked [here](#) for more information on document requirements.

Step 4: Documents > Document Upload

Document Requirements for Annual Operating Fire Permit Submissions

Custom Fields

Additional Information

Do you have Hazardous Materials on site?: ? Yes No

Do you have high piled combustible storage on site?: ? Yes No

Are you a Crematorium?: Yes No

Do you have explosives on site?: ? Yes No

Attachment

[Hazardous Materials Management Plan](#)
[Hazardous Materials Site Map](#)

Continue to Review page. You may make any changes to the application on the review page. If complete read certification, check the box and continue application.

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 under MN Fire Code section 105.6 and City of Rochester Ordinance, Chapter 8.2, I am required to maintain appropriate fire department operational permits for my business. I further understand a routine fire inspection may be performed in verification 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 expiration date. Operating permits are revocable by the fire code official where violations of permit conditions exist. Permit fees are non-refundable once the permit has been issued. Operating permits are nontransferable among locations or permit holders.

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

Date: 08/05/2024

[Continue Application >](#)

[Save and resume later](#)



You now should see a green check mark indicating that you have successfully processed your renewal. Next steps: After Fire Marshal review, you may be contacted to arrange for an inspection or you will receive an email to make payment for the permit. You can pay by credit card on Citizen Access portal or send a check including the invoice that is attached to the email you receive.

When payment is received, you will receive an email with your renewed permit attached.

Thank you for renewing your permit.