



Jeff Wagner
Mayor

City of Pasadena Fire Marshal's Office



David M. Brannon
Fire Marshal

Plan Review Submittal Checklist

- ____ Application
- ____ Hard Copy of Plans
- ____ Electronic File – CD
- ____ Certificate of Insurance Coverage
- ____ State License of Company and RME-G/Technician/Superintendent
- ____ Cut Sheets
- ____ Owner's Information Certificate (Fire Sprinkler Systems Only)

Note: Payment to be made at pick up by check, money order, and credit card with 4% service charge.

(Please visit our website at www.pasadenafmo.com for fee schedule)

Plans will NOT be accepted without the above listed items.

