



ROSEVILLE FIRE DEPARTMENT – Fire Prevention FAQ

Below are recently asked questions and answers regarding the Roseville Fire Department Fire Prevention Division:

Q: If I need to request a fire inspection for a permit, who should I contact?

A: Fire Administration via e-mail fireinspections@cityofroseville.com or 651-792-7340

Q: What time(s) do you schedule permit driven inspections?

A: In general we will try to schedule permit driven inspections between the hours of 7:30 and 12:30 daily.

Q: What happens if the inspector comes and we weren't quite ready?

A: It's important that when you contact the Fire Department to request an inspection you are both completed with the work required for the inspection, and also have completed all testing on any devices or system components that are to be inspected. If we are unable to complete an inspection due to the contractor not being prepared a re-inspection fee will be required for the follow-up inspection. Re-inspection fees are \$93.00 per hour with a one hour minimum per re-inspection.

Q: Is it a requirement that we submit electronic plans for a fire sprinkler or alarm permit?

A: During 2017 the city will be switching to an electronic permitting system. Until this happens we are asking that when submitting permits to the Fire Department that you also provide an electronic PDF copy of the plans also. These plans can be emailed to fireinspections@cityofroseville.com

Q: Who should I contact if I have a fire code related question?

A: You should e-mail fireinspections@cityofroseville.com or call 651-792-7340. Your question will then be routed to the appropriate individual within the Fire Department to assure a prompt reply.

Q: I noticed what I think is a fire code violation, what should I do?

A: You should e-mail fireinspections@cityofroseville.com or call 651-792-7340. Your complaint will then be followed up on by a Fire Department Representative.

Q: When submitting a permit for a fire sprinkler or alarm system are plans required?

A: Yes, plans are required for some permits beginning January 1st, 2017. For sprinkler systems please see below regarding a Small Vs. Large job.

Q: What's the difference between a small and large sprinkler job?

A: A sprinkler job impacting less than 20 sprinkler heads will be defined as a small job and will generally only require a final inspection by the Fire Department. A detailed description is required for this project as part of the permit application, additionally if the Fire Code Official feels that plans and a subsequent review of them is required the applicant will be notified.

A: A sprinkler job impacting more than 20 sprinkler heads will be defined as a large job. Rough-In, Cover (when applicable), Hydrostatic, Flow, and Final Inspections will be required for these projects. Plans and a detailed description are required for this project as part of the permit application.