

Cottonwood Fire Protection District Requirements for Plan Review

1. Three copies of complete plan sets, minimum paper size 11"x17", must include plot plan, specifications of all equipment/materials being used and or installed. (Same information provided to Shasta County for building permit)
2. Completed application for "Cottonwood Fire District Plan Review", this is done in person at the station when the plans are dropped off.
3. Associated fees for plan review as per CFD Resolutions 18-09-004 and 15-05-003.

Notes: Please confirm your project address falls within the Cottonwood Fire Protection District. We DO NOT accept emails as part of the plan review, all plans must be submitted in person. Incomplete/partial plans will delay the review process, please double check your plans before submittal.

Plan Review Process

Plans should be submitted between the hours 8am - 5pm Monday - Friday. Please be advised, our Firefighters staff the front office and we may not be at the station while responding to emergencies.

Once a complete plan set has been submitted, plan review can take up to 21 days. After plan review completion, you will be notified of the required fees due upon pickup. We accept cash or check payable to "Cottonwood Fire Department" we DO NOT accept credit cards.

Details for required inspections from the Cottonwood Fire District will be included with your approved plans. Please schedule accordingly as your project progress's.

Cottonwood Fire Protection District Plan Review Application

Requirement Checklist

- Project located in the Cottonwood Fire Protection District:
- Three copies of full plan set with plot plan, min. paper size 11"x17"
- Completed Application

Shasta County APN # _____

Address - _____ Zip Code - _____

Project Type/Description - _____

Owner Name - _____ Phone # _____

Email - _____

Address - _____

State - _____ Zip Code - _____

Contractor - _____ Phone # _____

Email - _____ CA License # _____

Address - _____

State - _____ Zip Code - _____

For Office Use Only

Date Submitted - _____ Received By - _____