



**Vacaville Fire Department Prevention Bureau**  
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## Annual Permit Process

Annual Permit requirements are determined by the fire inspector during the initial inspection of a new occupancy. Businesses requiring annual permits are then placed on an annual inspection cycle. The following steps take place for permit renewal when this inspection has been successfully completed:

- Once all identified code violations have been corrected, the Application and Invoice for Permit form is completed and signed by the owner/representative and inspector. Permit titles, codes, and fees are annotated, a copy is given to the owner/representative for their records, and the original is turned in for processing.
- You will be notified within 30 days that the permit is ready, and will have an additional 30 days to pay for and obtain the permits, either by mail or in person, at the Fire Administration section of City Hall. **Be aware that permits not paid for and picked up may be subject to citation and fines for each day past the 30 day time limit.**
- Once you receive the permits, they should be displayed in a conspicuous location within the business or area in which the permit has been issued for.