



Permit To Begin Work Prior To  
 Fire Department Review Approval  
 [THIS PERMIT IS TO BE POSTED ON THE JOB SITE]

Date:	Permit #:
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**(Fire Dept. Use Only)**

Requirements/Guidelines of Permit:	
<ol style="list-style-type: none"> <li>1. <b>A Valid Building Permit Is Required For All Interior Alterations and New Construction To Obtain An Early Start Permit!</b></li> <li>2. <b><u>NO</u> Inspections Without Approved Plans And Permit On Site!</b></li> <li>3. <b>Permit Is Valid For 30 Calendar Days From The Date Of Issuance With No Extensions Allowed!</b></li> </ol>	

Occupancy Information	
<b>Building Permit #:</b>	
<b>Occupancy/Project Name:</b>	
<b>Occupancy/Project Address:</b>	
<b>Description of Work:</b>	

Contractor Requesting Early Start Information	
<b>Contractor Name:</b>	
<b>Contractor Address:</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	<b>Fax Number:</b>

Office of the Fire Marshal		
<b>Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Reviewer's Signature:</b>	<b>Date:</b>
<b>Early Start fee: \$40.00</b>		

- Early Start must be uploaded to the permit within Fast Track under the [E-Submittal Plans](#) upload portal using the correct naming conventions:

- The Other Documents files MUST start with a PD
  - PD003-EarlyStartPermit

The prefix (PD) should be followed by a three-digit sequential number identifying the order of the files starting with 001, then 002, and so on for each file. You must label every file that you upload in sequential order and not skip or duplicate any numbers.