

Fire Permit - General Operational Permit Process

Includes: Restaurants, Bars, Movie Theatres, Ball Parks, Indoor Skating Rinks, Hotels, Hospitals, Gas Stations, Automotive Garages, Storage Warehouses, Factories, Grocery Stores, Schools (Primary and Secondary), Office and Mid-Rise Office Buildings, Laboratories and Airports.

Instructions

Step 1 - Log In

Register and log into
[Citizen Self Service Portal \(CSS\)](#)



Step 2 - Select Permit Type

Click on "Apply"
In Search Box, type **Fire Permit - General Operational Permit** and click "Apply"



Step 3 - Add Location

Click on "+ Add Location"
Type in **Numerical Address** (ex. 10405) in
Address Information and select applicable
property address
Click on "Magnifying Glass"
Click on "Add" and "Next"



Step 4 - Description & Contacts

Enter in brief description of permit type
requested & click "Next"



Step 5 - Additional Information

Provide Business Name
Provide Estimated Number of Permits
Needed for your business & click "Next"
Any Attachments if required, click "Next"



Step 6 - Sign & Submit

Type your name to electronically sign and click
"Next"
Review & Submit Application
Request an Inspection
Fire Marshal's Office will invoice after inspection is
complete and approved
Permit will be emailed
(credit card payment only)

Screenshot

