

GATE AND BARRICADE PERMIT

GENERAL INFORMATION

A construction permit is required for the installation of, or modification to, a gate or barricade across a fire apparatus access road [IFC 105.7.9 and MVMC 15.08.130(N)]. If approved, Gate and Barricade Permits will require an approved optical emitter (Opticom) to provide necessary access for emergency apparatus. In addition, an approved key box shall also be installed so that emergency responders are able to gain immediate access should the gate/barricade system be out of operation.

Below is a list of the items required to be submitted with a Gate and Barricade Permit. These items are required to be submitted *at the same time*, in the correct electronic format, through the City's SmartGov Permit Portal. The City cannot accept paper applications, plans, or other associated materials.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

SUBMITTAL REQUIREMENTS

Staff recommends that Applicants gather all of the below-listed items before logging onto the City's permit portal to submit a permit because each of the listed items is required to be submitted when you apply for your permit. Please pay attention to the format each of the listed items is required to be in because staff will reject submittals that are not correctly formatted.

If you are not sure what a submittal item is, or what the required format means, it is important for you to communicate with the City before you attempt to submit a permit. The City would much rather discuss your submittal and have you provide the correct items than have you upload submittals that we have to reject.

Next to the name of each of the below-listed submittal items are notes regarding the type of PDF document and the required name of the document. The City uses an electronic plan review system that necessitates these standards.

Additional information regarding the required format for all submittal items can be downloaded from the City's Permit Portal by clicking [HERE](#) and once on this page downloading the handouts named *Electronic Document Submittal Requirements* and *Pre-Submittal Reminders for Applicants*.

ITEMS REQUIRED TO BE SUBMITTED

CONSTRUCTION PLANS AND SPECIFICATIONS (*NATIVE PDF NAMED CONSTRUCTION PLAN*)

The construction plans and specifications must be drawn to-scale, contain a north arrow, be no less than 11-inch by 17-inches in size, and be uploaded in 'landscape' orientation versus a horizontal position. At a minimum the site plan must include:

- All property lines
- The outline of all structures on the project site
- All site features, such as parking lots, landscape areas, etc
- All roads abutting the site
- All fire access lanes

- All hydrant locations
- The location, height, and type of fencing installed near the gate or barricade
- The location, height, construction materials and all specifications for the gate or barricade
- All topographic changes in excess of 10% near the gate or barricade

MANUFACTURER'S CUT SHEETS FOR ALL EQUIPMENT (*NATIVE OR MIN. 300 DPI SCANNED PDF NAMED MANUFACTURER'S CUT SHEETS*)

For all components of the gate or barricade system. This must include the Opticom and the key box that will be required.

NARRATIVE WITH TESTING PROCEDURES

This is a document explaining the methods and frequency at which the gate or barricade will be tested to ensure it is functioning as it is required to.

FOUNDATION/FOOTING PLANS

Foundation or footing plans based on the size and weight of the gate as well as soil conditions for the gate or barricade are required.

APPLICATION FEES

Application fees will be calculated by the City once your application is deemed complete.