



STEPS TO OBTAIN MANUAL VEHICLE ACCESS GATE PERMIT

- ❑ Bring **two** sets of plans to City Hall (200 W. Washington), 2nd floor.
- ❑ Obtain “approved” Zoning stamp for plans at **Counter 6**
- ❑ Take the **two** sets of approved plans to the **Fire Plan Review Office** 10th floor.
- ❑ Complete the plan review application.
- ❑ Identify the number of gates to be installed.
 - Provide name and address of property / owner.
 - Provide name and address of the installing contractor.
 - New contractors will need to provide the following 3 items:
State Contractors License(s) / State Privilege Number / City Privilege Number
 - The owner may be listed as the contractor, on manual gates **ONLY**.
- ❑ After plan review is completed plans and permit(s) can be picked up at the Fire Prevention Office. At this time a minimum inspection fee will be collected.
- ❑ A **separate** Fire permit and electrical permit is required for each automatic gate. (An approved site plan **is not** a permit.)
- ❑ Stamped, approved plans and permit must be on site for final inspection.

MANUAL VEHICLE ACCESS GATE SPECIFIC PLAN REQUIREMENTS

- ❑ Site plans, showing street address, location of gate(s), orientation to streets, property line and point of compass. (North Arrow)
- ❑ Drawing to be to scale and include a graphic representation of the scale.
- ❑ Drawing should be legible and dedicated to the specific system being installed. (Vehicle Access Gates)
- ❑ Minimum of 20-foot wide, clear access opening on **ENTRANCE** and **EXIT** or a combined 24-foot wide 2 directional clear access opening.



- ❑ Forty-five (45) foot centerline radius on curves. (Fire Department may require additional width opening when a 45-foot fire apparatus turning radius cannot be met.)
- ❑ When road is over 300 feet, a twenty-five foot (50') vehicle passing point must be provided.
- ❑ All Manual fire apparatus access gates shall use an approved padlock as a locking mechanism. *See IFC Manual Access Gate Figure(s) 5-18.1 and 5-18.2*
- ❑ An approved dual padlock locking bar and Fire Department padlock shall be used. The padlocking system must be identified with an approved **"F.D. ACCESS"** Sign. *See IFC Manual Access Gate Figure(s) 5-17,5-18.1 and 5-18.2*
- ❑ Six-inch wide **RED** striping shall be painted on the ground along the length of both sides of the gate. *See IFC Manual Access Gate Figure(s) 5-18.1 and 5-18.2*
- ❑ Fire department approved "No Parking" signs are bolted onto each side, back-to-back, of the gate. Signs have a reflective background and are made of .080 aluminum. *See IFC Figure 5-4.*
- ❑ A sign that identifies the location of the property's primary entrance shall be bolted on the street side of the fire apparatus gate. *See IFC Figure 5-16*

**GATE INSTALLATIONS AND MODIFICATIONS SHALL BE SUBJECT TO
FINAL FIELD INSPECTION**
