

When you log back in, hover over Fire Prevention at the top of page, click on Search Permits. Find the record #'s that say Active and click on Renew Application.

<input type="checkbox"/>	02/19/2019	<b>FP19-01970</b>	Annual Operational	Sandy Fee Test	Revisions Required	Pay Fees Due <b>Renew Application Amendment</b>	High-Piled Combustible Storage
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## Renew Annual Operational Permit

1. Login and from the Home Screen or Search for the permit and select Renew Application

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Not
<input type="checkbox"/>	05/26/2020	FP20-03837	Annual Operational	Test	Test	Active	Renew Application Amendment	Filing

OR

2. Select Renewal Type

### Step 1: Renew > Page 1

\* indicates a required field.

### Renewal Information

**RENEWAL PERMIT**  
 If there are plan/quantity changes you must attach your plans with this renewal. If you can't attach plans then online renewal is not possible. Please bring plans and renewal payment to the office.

\* Renewal Type: --Select--  
 No Change  
 Plan Revision/Quantity Change  
 Change of Ownership  
 Out of Business  
 Business Name Change

Permit Type: \_\_\_\_\_

Quantity Type: N/A

Quantity: 100

Quantity Type: --Select--

Quantity:

Quantity Type: --Select--

Quantity:

Quantity Type: --Select--

Quantity:

Select Renewal Type:

1. No Change
2. Plan Revision
3. Out of Business
4. Business Name Change

1. This example No Change was selected, now Click Continue Application. If you get a system error message you will need to click on Edit for each contact and complete any field, with an asterisk, that is missing data.

### Annual Renewal Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

**Anissa Green-Test**  
anissa88@hotmail.com  
Home phone:  
Mobile Phone:  
Work Phone: [\(702\) 455-5555](tel:7024555555)  
Fax:  
[Edit](#) [Remove](#)

▼ Contact Addresses

**Add Address Information**

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing Address		01 W Russell Rd	<a href="#">Actions ▼</a>

[Continue Application >](#) [Save and resume later](#)

2. Review application and make any changes, then Click Continue Application

### Annual Operational Renewal



### Step 2: Review

Continue Application »  Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

Annual Operational Renewal

## Renewal Information

RENEWAL PERMIT Edit

Renewal Type: No Change  
Permit Type: Filming  
Quantity Type: N/A  
Quantity: 100

3. Review application and make any changes, then Click Continue Application

### Fire Prevention

FP20-02871-R001 

### Annual Operational Renewal



### Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
FP Permit Renewal Fee	90	\$90.00

TOTAL FEES: \$90.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out » 

4. The receipt is emailed and the Renewal Record is created.



### ***Step 3: Receipt/Record issuance***

**Thank You**

If you made a payment your receipt is being emailed to you.  
Please print a copy of the receipt for your records.

Thank you,

Sandy