



# City of National City Fire Department

Phone (619) 336-4550



## Scope of Work

**Date:** July 12, 2022  
**Project:** All Applicable Projects  
**Reviews:** R. Hernandez/Fire Marshal

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Scope of work may be approved and applied to **selected projects**, and shall receive final approval by the Office of the Fire Marshal prior to work being started. Approval for final sign-off shall be contingent upon final field inspection and compliance with all applicable codes and ordinances. A request for an inspection shall be made 48 hours in advance. **NO EXCEPTIONS.** Inspection request shall be made once work is complete utilizing approved scope of work. Contractor shall be required to have the approve documents on site at time of inspection

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### PURPOSE:

The following information has been provided to assist all contractors with the opportunity to navigate through **selected small projects** in a quick and efficient manner. Contractors may apply to use this process by submitting in writing (Company Letterhead) to the National City Fire Department Office of the Fire Marshal, **items 1 – 3 listed below.** Submittal may be made via email to [rhernandez@nationalcityca.gov](mailto:rhernandez@nationalcityca.gov) or first class mail to National City Fire Department, 1243 National City Blvd., National City, CA, 91950. A written reply will be forwarded from the Office of the Fire Marshal, after review of the requested project is completed.

1. Include a general scope of work detailing the project
2. Include **all** cut-sheets associated with all items used with the installation
3. Include **all** listings for all items used with the installation

If the requested project is approved, contractor must complete the following items **4 – 5 below:**

4. Complete and purchase a “Scope of Work Permit” (\$315.00) for the project with the National City Fire Department Administrative Office (619) 336-4550
5. Installing contractor shall possess a current National City Business License obtained from HDL (For questions - contact National City Finance Department) A copy of the National City Business License must be submitted when the “Scope of Work Permit” is applied for/purchased

*Revision: July 12, 2022*  
*R.H.*