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**POLICY TITLE: Fire Letter / Conditioning Requirements**  
**POLICY NUMBER: 2380.1**

Fire conditioning is a tool developed in recent years to help bridge the gap between Building and Safety's structural requirements and fire safety codes that have become stringent over the past twenty years. California is notorious for high loss fire events and has become a leader in fire safety standards in an effort to reduce those losses. Because Cities and Counties often adopt additions to the State Code it has become common practice for the local fire department to review plans to ensure that needed conditions are met for that location.

Newberry CSD has adopted the 2007 California Fire Code without amendments which is the current State Code. All conditioning is based on this standard. The following procedure shall be followed for all conditioning requests. Please understand that while Newberry Springs Fire takes pride in being customer oriented it is an all-volunteer organization and thus work moves as fast as volunteers have the time to donate.

**When is the fire conditioning required?**

Whenever you plan to put a building permit through San Bernardino County Building and Safety.  
Under certain applications for a Conditional Use Permit.

Conditioning is not required for land sub-division unless a specific use for that land is defined as part of the sub-division.

**What is a "Fire Letter"?**

A Fire Letter as they are often referred to are the fire conditioning document  
Issued stating the requirements for your project.

**What is needed to obtain Conditioning or a "Fire Letter"?**

This will vary based on your project. Residential projects usually require (2) copies of your project plans. They must include a plot plan, one to be marked for any changes and returned, and one to be retained at the office should later reference need to be made. Commercial projects also require at least (2) complete sets of plans (more may be required based on the scope of project) and a detailed description of any processes and operation. A list of planned hazardous materials and their respective quantities is also necessary. Other information including vendor specific information may also be required. If Newberry Fire determines that department resources are not sufficient either due to time or complexity of scope of a project, Newberry Fire reserves the right to contact conditioning services with an appropriate engineering firm to ensure proper completion.

**Why is there a fee associated with Conditioning Services?**

Providing conditioning services requires the department to maintain current reference materials and a variety of specialized equipment that are very expensive. Personnel also require training and have other operational costs that needs funded through a stipend that is based on the projected amount of time to complete a project.

**When are fees due?**

Fees are due at the time of request.