



# **GLENDALE FIRE DEPARTMENT**

## **FIRE PREVENTION BUREAU**

ENVIRONMENTAL MANAGEMENT CENTER

780 FLOWER ST.

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## **CONSOLIDATED PERMIT INVOICES** **Frequently Asked Questions**

**Q1: Why did I receive an invoice, and what is it for?**

A1: All annual permit fees collected by the Fire Department are combined on a single invoice and mailed to each business/facility once each year. All Fire Permits, CUPA Permits and Industrial Wastewater Permits are included on the invoice. If your business/facility has received an invoice, then you are subject to a routine inspection and will see one or more permit fees listed that coincide with the inspection(s). The permit fees are approved by the City Council to recover costs associated with the permitting and inspection processes.

**Q2: Will my permit still be valid for the entire calendar year?**

A2: Yes, all permits will be valid for the calendar year once the fees have been paid in full. Permits will be mailed upon receipt of payment and where appropriate, verification that there are no outstanding violations for the facility.

**Q3: Why did some of my fees/permits change?**

A3: See answer to #Q1 above.

**Q4: Why am I being billed for permits annually that were previously billed monthly (on the GWP utility bill)?**

A4: In the past, Industrial Wastewater permit fees were billed both annually and monthly. All Industrial Wastewater permit fees are now billed on an annual basis only. The consolidation was necessary to eliminate maintaining two separate billing accounts for businesses and improve efficiencies in the billing program. Your net fee has not changed.

**Q5: What happens if I don't pay the permit fee?**

A5: If the permit fee(s) is/are not paid, you may be sent a Notice of Violation for failure to comply with a required law. Additional enforcement action may follow until payment is received and compliance is verified.

**Q6: Who can I contact if I have further questions?**

A6: If you have any questions regarding this matter, or if you would like information regarding the various programs, you may contact the Fire Prevention Bureau at (818) 548-4810 or visit the Glendale Fire Department website at [www.glendalefire.org](http://www.glendalefire.org).