

SUBMITTING AN OPERATING PERMIT APPLICATION

After creating your user account (see guide [here](#)), sign into Citizen Access portal [here](#).

Read and acknowledge the disclaimer as shown below. [Continue Application](#).



Announcements Logged in as: John J Jones Collections (0) Cart (0) Account Management Logout

Citizen Access
City of Rochester

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Home Building Permits Rental Housing City Planning City Licensing Historical Planning **Fire Permits**

Create an Application Search Applications

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit information, pay fees, schedule inspections, track the status of your application, and print permit information all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
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☐ I have read and accepted the above terms.

[Continue Application »](#)

Choose New Operating Permit under Operational Permits and Continue Application

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 

Construction Permits

- ☐ Area of Refuge
- ☐ Auto Extinguishing System
- ☐ Emergency Responder Radio Coverage
- ☐ Fire Alarm System
- ☐ Fire Pump
- ☐ Fire Sprinkler System
- ☐ Flammable or Combustible Systems
- ☐ Hazardous Materials
- ☐ Liquefied Propane Tank
- ☐ Spraying and Dipping Booth
- ☐ Standpipe System

Operational Permits

- ☐ Authorized Controlled Burn Permit
- ☐ Firework Sales Permit
- ☐ Fireworks Display Permit
- ☐ **New Operating Permit**
- ☐ Temp Tents and Membrane Structures Permit

You should have received either a notice or request to apply for this permit by the Fire Marshal's Office. **IMPORTANT: DO NOT USE THIS PERMIT TYPE IF YOU ARE RENEWING YOUR PERMIT. SEE INSTRUCTIONS: [RENEWING YOUR FIRE OPERATING PERMIT](#)** If you have not been instructed on which permit types are needed, please contact us at 507-328-2800 or via email to firemarshalsoffice@rochestermn.gov.

If you have been instructed and you did not have an operating permit last year, choose **Yes** to both questions below and **Continue Application**. If **Not**, please contact us or follow renewal instructions linked above.

New Operating Permit

1 Fire Marshal Confirmation	2 Business Location	3 Contact Information	4 Business Information	5 Documents	6	7	8
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Step 1: Fire Marshal Confirmation > Business Question

* indicates a required field

Custom Fields

FIRE OPERATING PERMIT

Have you been directed by Rochester Fire Marshal's Office to apply for a new (not renewed) operating permit?: ☒ Yes ☐ No

Continue application of your new operating permit.
Is this application for an operating permit renewal for this business location (you didn't have one last year)?: ☐ Yes ☒ No

Save and resume later

Continue Application »

Enter Business Address. (for more information on entering addresses see the [Address Guide here](#)) You can either search for an address (enter Street number and City then [Search](#) for best results) or enter your address and [Continue Application](#) without searching.

New Operating Permit

1 Fire Marshal Confirmation	2 Business Location	3 Contact Information	4 Business Information	5 Documents	6	7	8
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Step 2: Business Location > Business Address

If you have not been directed by Rochester Fire Department Fire Marshal's Division staff regarding the operating permits required for your business, please contact us at 507-328-2056 prior to completing this application for guidance. [Entering Your Business Address Guide](#) [How To Create Your Permit Application](#)

* indicates a required field

Address

*Street No.: *Street Name: Street Type: Direction:

Unit Type: Unit No.:

City: State: *Zip:

*Inspection District:

The individual completing this application is the Applicant. You can choose **Select from Account** and find your name and select. You may need to add more information as required.

New Operating Permit

1 Fire Marshal Confirmation	2 Business Location	3 Contact Information	4 Business Information	5 Documents	6	7	8
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Step 3: Contact Information > Applicant Information

* indicates a required field

Applicant

This is name and contact information for the person completing this application.
The applicant will receive email notifications regarding this application.

If more information is needed, a pop up will open with required fields indicated by *.

Choose Continue Application

ADDITIONAL CONTACTS

We are collecting the contacts below for our records to aid in communications and any follow up required. All contacts might be the same as applicant and if that is the case, complete by selecting from account as done previously. If they are different, choose Add to complete the required contact information. When finished, choose Continue Application.

New Operating Permit

1 Fire Marshal Confirmation

2 Business Location

3 Contact Information

4 Business Information

5 Documents

6

7

8

Step 3:Contact Information>Fire Annual Contacts

* indicates a required field

Annual Renewal/Permit Contact

This is the contact who will receive renewal invoice and permit.
This contact may be the same as applicant.

Select from Account

Add

Business Owner

This is the Owner of the business.
This contact will receive information on inspection results.

Select from Account

Add

Site Contact

This is the individual to contact for an inspection. This person should be on site, knowledgeable about operation and available to walk through business when inspection is scheduled.

Select from Account

Add

Save and resume later

Continue Application »

The next page will show the contacts as entered.

You will have an opportunity to edit Contacts if desired by choosing Edit. Continue Application

Step 3:Contact Information>Fire Annual Contacts

Annual Renewal/Permit Contact

This is the contact who will receive renewal invoice and permit.
This contact may be the same as applicant.

✔ Contact added successfully.

John J Jones

The Test Business

Home phone:5071112222

Mobile Phone:5071112222

Work Phone: 5072221111

Fax:

Edit Remove

Business Owner

This is the Owner of the business.
This contact will receive information on inspection results.

✔ Contact added successfully.

John J Jones

The Test Business

Home phone:5071112222

Mobile Phone:5071112222

Work Phone: 5072221111

Fax:

Edit Remove

Site Contact

This is the individual to contact for an inspection. This person should be on site, knowledgeable about operation and available to walk through business when inspection is scheduled.

✔ Contact added successfully.

John J Jones

The Test Business

Home phone:5071112222

Mobile Phone:5071112222

Work Phone: 5072221111

Fax:

Edit Remove

Complete questions that follow. Your business might not use a dba (doing business as). This field is not required.

For Step 4, you will need to refer to the **MN State Fire Code Occupancy Classifications** document. In the Example below, the business is a Restaurant. Occupancy Group is : **Group A (Assembly (50 or more persons):** Occupancy Type is: **A-2 Dining and drinking (bars, restaurants, clubs)** Select the option that best represents your business. If you have questions, please contact us at 507-328-2056.

OCCUPANCY CLASSIFICATIONS MN State Fire Code – 2020

Group A – Assembly (50 or more persons):

- A-1 – Theaters (performing arts, fixed seats)
- A-2 – Dining and drinking (bars, restaurants, clubs)
- A-3 – Auditoriums, gymnasiums, museums, worship, libraries, recreation, amusement, etc.
- A-4 – Arenas, swimming pools, tennis courts (indoor spectator seating)
- A-5 – Stadiums, grandstands (outdoor seating)

Group I – Institutional:

- Group I-1 (more than 16 persons)
 - Supervised custodial car homes, congregate care, long-term care, Supervised living facilities
- Group I-2:
 - Hospitals
 - Nursing homes
 - Detox centers

New Operating Permit

1 2 Business Location 3 Contact Information 4 Business Information 5 Documents 6 Review 7 8

Step 4: Business Information > Business Information

For aid in completing Step 4 you will want to reference the Occupancy Classification Listing linked below, choose the Occupancy class and type that most closely matches your business or facility operations. You will need to complete both Group and Type drop downs to continue. Contact us at 507-328-2800 for guidance. [OCCUPANCY CLASSIFICATION LISTING](#)

* indicates a required field.

Custom Fields

APPLICATION DATA

* Business Name:

DBA:

* Is the Building Sprinklered?: ☐

* Is a Fire alarm system present?: ☐

* Occupancy Group:

Aerosol Products: ☐

Combustible Dust-Producing Operations: ☐

Compressed Gases: ☐

Cutting and Welding: ☐

Dry Cleaning Plants: ☐

* Occupancy Type Group A:

Aerosol Products: ☐

Combustible Dust-Producing Operations: ☐

Compressed Gases: ☐

Cutting and Welding: ☐

Dry Cleaning Plants: ☐

Flammable and Combustible Liquids: ☐

Hazardous Materials: ☐

Industrial Processes: ☐

Once you have Selected the Occupancy Group and Type from dropdowns, please select the check box associated with categories indicated by Fire Marshal official.

Aerosol Products:	☐
Combustible Dust-Producing Operations:	☐
Compressed Gases:	☒
Cutting and Welding:	☐
Dry Cleaning Plants:	☐
Flammable and Combustible Liquids:	☐
Hazardous Materials:	☐
Industrial Ovens:	☐
Liquid/GasFueled Vehicles/Equip in Assembly BLDG:	☐
LP-Gas:	☐
Open Flames and Candles:	☐
Places of Assembly:	☒
Repair Garages and Motor Fuel-Dispensing Facilities:	☐
Spraying or Dipping:	☐
Storage of Scrap Tires and Tire Byproducts:	☐
Tire-Rebuilding Plants:	☐
Waste Handling:	☐
Wood Products:	☐

On each screen, you can Save the application and come back to it later or Continue

Save and resume later

Continue Application »

DOCUMENTS

Some business operations require submitted documents for review by the Fire Marshal’s Office. For assistance, you can click on the  for more information on these questions. You can also refer to this [guide](#) for document requirements.

You will need to upload the following documentation: SDS information, Maximum quantities on site (in pounds for solids and gallons for liquids), Facility map showing showing location of storage, Tier II if available. Please see the sample Management Plan and Site Map links below.

* Do you have Hazardous Materials on site?: ☒ Yes ☐ No

* Do you have high piled combustible storage on site?: ☐ Yes ☐ No

* Do you have explosives on site?: ☐ Yes ☐ No

Help
Those chemicals or substances with are physical hazards or health hazards as defined and classified by Minnesota State Fire Code, whether the materials are in usable or waste condition.

Attachment

Hazardous Materials Management Plan
Hazardous Materials Site Map

The maximum file size allowed is 500 MB. Only PDF files are allowed for upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

If you respond Yes, a list of required documentation will appear. These will need to be uploaded to the application as indicated below. There are links to Hazardous Material documents for completion if these materials are maintained in your business.

Uploading required documents

Attachment

Hazardous Materials Management Plan

Hazardous Materials Site Map

The maximum file size allowed is 500 MB.
Only PDF files are allowed for upload.

Name	Type	Size
No records found.		

Add

File Upload

The maximum file size allowed is 500 MB.
Only PDF files are allowed for upload.

Continue

Add

Remove All

When Add is chosen, an upload screen will open.

Choose Add again and browse for your files. Only PDF files can be uploaded.

Continue to Add documents until all have been uploaded and Continue.

File Upload

The maximum file size allowed is 500 MB.
Only PDF files are allowed for upload.

Management Plan.pdf	100%
Site Plan.pdf	100%
Tier II.pdf	100%

Continue

Add

Remove All

Type:
Submitted Drawings

File:
Managements Plan.pdf
100%

Description:
Haz Matt Management Plan

spell check

Type:
Submitted Drawings

File:
Site Plan.pdf
100%

Description:
Site Plan

spell check

Type:
Submitted Drawings

File:
Tier II.pdf
100%

Description:
2024 Tier II Report

spell check

Save

Add

Remove All

Provide Descriptions for required documents. Additional documents may be uploaded on this screen. Save and Continue Application.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Almost DONE! The next screen will review the application and allow for edits to be made. When reviewed, read and attest to certification and Continue Application.

Spraying or Dipping: No
Storage of Scrap Tires and Tire Byproducts: No
Tire-Rebuilding Plants: No
Waste Handling: No
Wood Products: No

Custom Fields

Additional Information Edit

Do you have Hazardous Materials on site?: Yes
Do you have high piled combustible storage on site?: No
Do you have explosives on site?: No

Attachment Edit

The maximum file size allowed is 500 MB.
Only PDF files are allowed for upload.

Name	Type	Size	Latest Update	Action
Management Plan.pdf	Submitted Drawings	15.83 MB	10/10/2025	Actions ▼
Site Plan.pdf	Submitted Drawings	3.46 MB	10/10/2025	Actions ▼
Tier II.pdf	Submitted Drawings	330.97 KB	10/10/2025	Actions ▼

I certify that the information provided in this application or renewal for fire operational permits is true, complete and correct and that no material information has been omitted. I understand that under MN Fire Code section 105.6 and City of Rochester Ordinance, Chapter 8.2, I am required to maintain appropriate fire department operational permits for my business. I further understand a routine fire inspection may be performed in verification of permits required for business activities.
Fire department operating permits are generally valid for one year unless otherwise specified. They are required to be renewed annually on or before the expiration date. Operating permits are revocable by the fire code official where violations of permit conditions exist. Permit fees are non-refundable once the permit has been issued. Operating permits are nontransferable among locations or permit holders.

☐ By checking this box, I agree to the above certification. Date:

Save and resume later Continue Application

Successful submission will result in the message below. The Application number is assigned and will also be referenced in email notifications which will give the status of the application. The sender of these automated emails is accela_mail@rochestermn.gov.

Step 3: Receipt/Record issuance

Receipt



Thank you for your submission or payment.
For Building Permits you will receive an email with further instructions.
For Rental Payments you can now call Building Safety 507-328-2600 and schedule your inspection.
For City Licensing you will receive an email with updates to your license application.
For Fire Permits we will contact you upon review. (Emails are sent from Accela_mail@rochestermn.gov)

201 SE 4 ST, ROCHESTER MN 55904

F25-0372FPA

Contact us at 507-328-2056 with any questions.

Thank you.