



ORANGE COUNTY FIRE AUTHORITY

COM

Plan Submittal Criteria COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer: - "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit www.ocfa.org for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City
Project Scope/Business Description		

1. YES NO Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
2. YES NO Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
3. YES NO Located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? *Methane Work Plan. (PR170)*
4. YES NO Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
5. YES NO Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
6. YES NO Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
7. YES NO Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (> 50 gal. electrolyte, > 1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
8. YES NO Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
9. YES NO Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
10. YES NO Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

Initial each of the following two items indicating that you have read and understand the statement:

11. _____ *Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications.
Initials
12. _____ Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements.
Initials

I certify under penalty of perjury under the laws of the State of California that the above is true:

Print Name	Signature
Phone Number ()	Date / /

Building Department: If you have verified that all of the questions have been answered accurately as "NO", and the project does not otherwise require OCFA review of sprinkler or alarm plans*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA, please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.



OCFA Planning Submissions

CUP, MAP or CEQA/EIR/NOP Submittal Instructions

Important: Customers must submit all Planning plans to the City Planning Department (County for Unincorporated OC).

- City/County Planners serve as project coordinators, who ensure the same plan is reviewed by all stakeholders.
- OCFA must pick up Planning submissions directly from City/County Planning Departments.

OCFA's Role: OCFA identifies potential issues that can impact a project's viability in order to address them early on, prior to Planning Commission hearings, permitting and/or building.

OCFA Submittal Requirements

- Plan file on USB**
- Completed SR Form:** List City/County Planner as both the Applicant and Contact (Customer information goes in the Billing portion of the SR form)
- Transmittal Letter:** List subject, project description, location, due date, customer and Planner contact information (can be a file on USB)
- OCFA Fees** (Due at submittal): Customers must provide proof of online payment, or send a check payable to OCFA for OCFA fees only.
 - **Online:** ocfa.org Planning & Development page: <https://www.msbpay.com/ocfa/pd/>
 - **Checks:** Make check payable to OCFA



Plans Pickup: Planners will contact OCFA for pick up by emailing all OCFA Front Counter staff below:

Chris Chandler - Permit Tech II	ChristopherChandler@ocfa.org	(714) 573 - 6138
Kim Gomi - Permit Supervisor	KimberlyGomi@ocfa.org	(714) 573 - 6259
Keith Stratton - Permit Tech I	KeithStratton@ocfa.org	(714) 573 - 6137
Joyce Tolentino - Permit Tech I	JoyceTolentino@ocfa.org	(714) 573 - 6122

OCFA Planning Fee Codes

Fee Code	Description	Fee
PR100	CA Environmental Quality Act (CEQA), Environmental Impact Report (EIR), Notice of Preparation (NOP) & Advance Planning	\$442
PR104	Small Project CUP - Single Family Residence, Commercial Remodel, New Commercial Building without on-site access	\$418
PR105	Developmental Review/CUP/Preliminary Review	\$558
PR110	Map Review (A Map) - Tentative Tract Map /Parcel Map Review	\$558
PR115	Final Map Review (B Map) – and/or Clearance Letter	\$279