



# PLAN REVIEW SUBMITTAL CRITERIA

## COMMERCIAL PROJECTS

PROJECT ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**Complete the following questions as they relate to the project you are proposing.**

**YES NO**

- 1. Does this project include changes to the site, location of fire hydrants, or parking striping? Submit a fire master plan.
- 2. Does this project include construction of a new structure or increase the footprint of an existing building? Submit fire master plan.
- 3. Is the project within an SFPA or VHFHSZ? Submit a fire master plan and fire sprinkler plan.
- 4. Will the new building, addition, or tenant improvement contain one of the following occupancies: Assembly, Educational, Factory, Institutional, or Multi-family Residential (3 or more units)? Submit architectural plans.
- 5. Are chemicals or compressed gasses stored and/or used on the property?
- 6. Will the new building, addition, or tenant improvement contain storage or merchandizing areas in excess of 500sq. ft. where the storage is greater than 12 feet high? Submit high-piled storage plans.
- 7. Does the project involve the installation / modification of an industrial refrigeration system? Submit a Refrigerant Disclosure form.
- 8. Does the project involve the installation or modification to the fire extinguishing system located in a commercial hood? Submit fire extinguishing system plans not just the hood plan.
- 9. Does this plan involve the construction of a high-rise building (height of building is equal to or more than 55 feet from the lowest point of fire access to highest occupied floor)? Submit architectural plans.
- 10. Did you answer "yes" to any of the questions contained on page 2 of the Orange County Fire Authority Permit Screening Form (PSF)? Submit plans for the specific operation you have indicated "yes" to. *Note: For reference, a sample PSF is viewable on our website; however, this is an original form that must be submitted with your plans. The PSF is available through all building departments and the OCFA.*
- 11. Does this plan involve the installation of gates that restrict access to any structures? Submit a gate plan.

**NOTE:**

- An existing building undergoing a tenant improvement that contains a fire sprinkler, fire alarm and/or special fire extinguishing system must have the fire system evaluated by a licensed contractor to determine if the system must be modified. If the system is found to require modification, the licensed contractor shall submit plans for approval prior to any change taking place.
- If you answered "YES" to **any** of the questions, you must submit your project through the building department or directly to the OCFA for review (see the Plan Routing Form). Submit *this* completed form with your plan.
- If you have answered "NO" to **all** the questions, the Building Department may accept this checklist as the written release.
- If you have answered "NO" to **all** the questions and the Building Department requires that your plan be stamped by OCFA, the plans must be submitted with a copy of the correction letter from the Building Department and the appropriate fees.

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print name: \_\_\_\_\_