

Orange County Fire Authority

Community Risk Reduction

1 Fire Authority Road, Building A, Irvine, CA. 92602 www.ocfa.org 714-573-6100

Submittal Process & Requirements



Guideline A-02

Submittal Process & Requirements

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Submittal Process & Requirements

OVERVIEW

Orange County Fire Authority (OCFA) reviews certain plan types to help ensure the safety and survivability of people, property, communities, and emergency responders.

This Guideline provides quick-reference information to help navigate the OCFA plan review process. Additional information is also available on ocfa.org.

SECTION 1: WHEN IS AN OCFA PLAN REVIEW REQUIRED?

Criteria, such as occupancy, location, use, risk areas, etc. all factor into whether OCFA needs to review plans or not. Typical reasons an OCFA plan review may be required include, but aren't limited to the following:

<ul style="list-style-type: none"> All New/Ground-Up Construction (commercial or residential)
<ul style="list-style-type: none"> Changes in Use, or Occupancy
<ul style="list-style-type: none"> Changes or Additions to an Existing Structure's Footprint, or to its Perimeter Area
<ul style="list-style-type: none"> All State Fire Marshal Regulated Occupancies, such as A, E, I, H1-5, L, R1-2 & 4, S1, High-Rises, including all non-R3 Residential occupancies. New and Major Remodel R3 Residential Site Plans must also be reviewed.
<ul style="list-style-type: none"> Projects in Risk Areas (Fire, Methane, Access, Low Water, Midway City, etc.)
<ul style="list-style-type: none"> Any New, or Changes to Suppression Systems, Alarms, Detection/Notifications, and Hood & Ducts
<ul style="list-style-type: none"> Hazardous Processes/Dispensing or Materials Storage
<ul style="list-style-type: none"> Whenever Requested by the City/County Building or Planning Departments

If an OCFA plan review is required, the general process flow is:



Resources

- **City Building or Planning Staff:** City staff can sometimes help determine if a project requires an OCFA plan review
- **OCFA Screening Forms** (Attachments B & C): Although not comprehensive or definitive, these forms can be an initial indicator if an OCFA review is needed
- **OCFA Guidelines** (ocfa.org): These provide helpful information about what OCFA needs to see on certain plan submittals
- **OCFA Front Counter:** For process and submittal questions, leave a message at (714) 573-6100, and your call will be returned by the next business day
- **OCFA Tech Line:** For OCFA Code/Technical questions only (not Plan Status). Leave a message at (714) 573-6108 with your question, contact information, and your call will be returned by the next business day

SECTION 2: PLAN SUBMITTAL INSTRUCTIONS

OCFA - 1 Fire Authority Road, Irvine, CA 92602
 Hours: M-Th, 7:30AM -12:00PM & 1:00PM - 4:30PM
No Accelerated Plan Reviews Available

OCFA Plan Submissions: In-person only at OCFA

- **Exception:** All Maps, CUP's and CEQA must be submitted to the City Planning Departments, who will route them to OCFA at their discretion
- **Special City Instructions:** Certain Irvine plans must be submitted to the city's online Irvine Ready! portal, plus some Santa Ana and Garden Grove plan types have special pre-submittal instructions (See Attachment A)

Submittal Checklist

- Plans:** Submit on USB only
 (Exception: Fuel Mod plans require 3 paper plans + matching PDF on USB)
 - Limit 1 plan/USB - Label files
 - Provide other required plan information on same USB, on separate labeled files, such as cut sheets, manual, certificates, red lines, etc. (OK to provide old paper reference plans)
 - Remove all unrelated files (no family photos, unrelated plans, etc.)
- Service Request (SR) Form:** Available at OCFA or City Planning Departments (not online)
- Fillable Cover Sheet** (if required): Complete and use as first page (on ocfa.org)
 (Architectural, Alarm, Fire Master, Residential Site, Sprinkler or Underground plans)
- Payment:** Due at submittal (Fee Schedule on ocfa.org)

Payment Information:

- **Initial Fee:** Covers the first two plan reviews and required inspections
- **Resubmittal Fees:** Start at the 3rd submittal
- **Payment Methods:** Credit/Debit Card (2.45% fee), E-Check, Check payable to OCFA, or Cash
- **Online Payments:** See ocfa.org: <https://www.msbpay.com/ocfa/pd/> - Tip: type “SR” before the 6-digit SR number when paying Plan Review fees online. For Inspection fees, type “MX” before the 6-digit SR number

Other Plan Review Information:

- **Resubmittals:** Each resubmittal requires: (1) new plan on USB (Fuel Mods require 3 paper plans + matching PDF on USB), (2) previous redlined plans, (3) the Correction Letter, and (4) any required payment
- **Turn-Around Times:** Most plans have a 10-Working Day target turn-around for each submittal/resubmittal. A few simple plan types have a target 5-Working Day turn-around
- **Plan Status:** Check 24/7 on the ocfa.org Planning & Development page using the SR number. (Tip: “Assigned” means it hasn’t been reviewed yet)
- **Inspection Scheduling:** Call (714) 573-6150. Inspections can be scheduled with an approved stamped plan. Note one wet-stamped or E-stamped paper plan must be onsite for the OCFA Inspector.

SECTION 3: PLAN SUBMITTAL SEQUENCE

Some projects require submitting plans in a particular sequence. This is often true for both commercial and residential projects involving the situations listed below in the matrix.

Projects Usually Requiring Sequenced Plan Submittals

• Site Development	• Occupancy or Use Changes	• Major Remodels
• Access/Perimeter Changes	• Structure Footprint Changes or Addition	• New/Ground-up Construction
• Moving/Changing Walls or Exits	• Risk Areas (Fire, Methane, Low Water, Access, etc.)	• When requested by the City or County

Typical Plan Submittal Sequence



- Simple TI's often don't require a pre-requisite submittal
- Most projects don't have Planning/Developmental Review requirements
- Many projects don't have Hazard conditions
- Occasionally, projects may have a slightly different submittal sequence, than what's shown above

SECTION 4: WHEN IS PLANNING DEPARTMENT APPROVAL REQUIRED?

Certain projects require approval from the City Planning Department (County Planning for Unincorporated areas). Consult with City staff to determine if Planning Department approval is needed, and whether OCFA should be part of that approval.

- If it involves CEQA, Maps, or CUP's, the answer is typically yes. If so, submit plans to the City's Planning Department, and they'll route them to OCFA

For reference, OCFA generally reviews Planning plans in parallel with the City Planning Departments to identify potential issues that could impact a project's viability. This facilitates addressing problems prior to Planning Commission hearings, permitting and/or building. Typical situations requiring Planning Department submissions include, but aren't limited to:

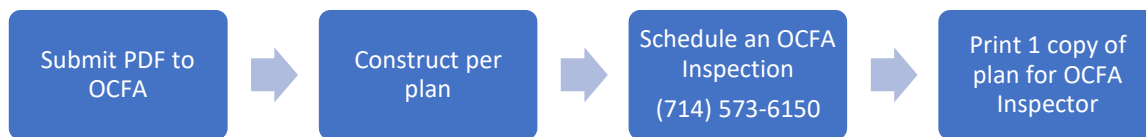
• CUP's	• Lot Line Changes	• New/Ground-up Construction
• Tract/Parcel Maps	• Access Easements	• Occupancy or Use Changes

Please note that Planning plans must be approved before any Building plans can be submitted to OCFA.

SECTION 5: FIELD PLAN REVIEW INSTRUCTIONS

Field Plan Reviews provide a streamlined process for simple plan types, where the plan review is performed at the inspection. The submittal process is the same, except only a plan PDF is submitted to OCFA. This is available for only 4 plan types, has strict criteria, and is not available in all areas.

Field Plan Review Process



When Field Plan Reviews Fail Inspections:

- **If the Inspection Fails for Not Meeting Field Plan Review Criteria** - The plan must be submitted as a Revision, and applicable fee differences will apply
- **If Project Meets Field Plan Criteria, but Still Fails the Inspection** - The inspector will identify the items requiring correction. Once corrected, call the Scheduling Office at (714) 573-6150 to schedule a reinspection and to pay the reinspection fee

Field Plan Review Criteria	
PR630 1-25 heads	<p style="text-align: center;">Tenant improvements to commercial sprinkler systems</p> <input type="checkbox"/> Addition or modification of 1 to 99 sprinklers, without calculations, located on 1 or 2 floors* <input type="checkbox"/> The area of work is within a light hazard occupancy <input type="checkbox"/> A maximum of one mechanical tee per branch line
PR635 26-99 heads	<input type="checkbox"/> No more than one fire sprinkler per outlet <input type="checkbox"/> Installation of new flex heads is limited to areas where their use has previously been approved by OCFA List SR# of previously approved plan with flex heads: _____ <i>*For work installed incrementally within a tenant space/floor(s), submit a plan for the entire scope of work under fee code PR430/435/440</i>
PR625	<p style="text-align: center;">Temporary generators; temporary fuel dispensing at a construction site</p> <input type="checkbox"/> Duration of 180 days calendar days or less <input type="checkbox"/> Tank capacity between 60 and 10,000 gallons (If less than 60 gallons, OCFA approval is not required) <input type="checkbox"/> Tank is UL 142 listed <u>and</u> double-walled
PR610	<p style="text-align: center;">Emergency repairs to underground water supply lines serving only private hydrants & sprinkler systems</p> <input type="checkbox"/> Repair is limited to the private portion of the underground system (i.e. downstream of the backflow preventer or other connection to the public water system) <input type="checkbox"/> Work is the result of an accidental break <input type="checkbox"/> Repair is limited to a single device (hydrant, riser, PIV, FDC, or DDC) and/or 50 feet of connected pipe

Where Field Plan Reviews Are Allowed

Participating Cities	PR 610	PR 625	PR630	PR 635
	Emergency Underground Repair	Temporary Generator; Construction Site Fueling	Small Sprinkler Tenant Improvement (1-25 heads)	Large Sprinkler Tenant Improvement (26-99 heads)
Dana Point	OK	OK	OK	OK
Irvine	OK	No	OK	OK
La Palma	OK	OK	OK	OK
Laguna Woods	OK	OK	OK	OK
Laguna Niguel	OK	OK	OK	OK
Lake Forest	OK	No	No	No
Los Alamitos	OK	OK	OK	OK
Rancho Santa Margarita	OK	OK	OK	OK
San Clemente	OK	OK	No	No
Santa Ana	OK	No	OK	OK
Stanton	OK	OK	OK	OK
Villa Park	OK	OK	OK	OK
Yorba Linda	OK	OK	OK	OK
Unincorporated County	OK	OK	OK	OK

Field Plan Reviews Are Not Permitted in: Aliso Viejo, Buena Park, Cypress, Garden Grove, Laguna Hills, Mission Viejo, San Juan Capistrano, Seal Beach, Tustin and Westminster.

Attachment A: City - Specific Submittal Instructions

Instructions by City					
Project Location	File	Plan Type	Submit to:	Corrections at:	Approval Pickup:
Planning - All Areas	Ask	Map, CUP, EIR, NOP or CEQA	City Planning Dept.	City Planning Dept.	City Planning Dept.
Aliso Viejo (949) 425-2540	USB	All Other Types	OCFA	OCFA	Building Dept. 12 Journey
		Fire Alarms (only)	OCFA	OCFA	OCFA
Buena Park (714) 582-3638	USB	All Types	OCFA	OCFA	Building Dept. 6850 Beach Blvd
Cypress (714) 229-6730	USB	All Types	OCFA	OCFA	OCFA
Dana Point (949) 248-3594	USB	All Types	OCFA	OCFA	OCFA
Garden Grove** (714) 741-5309	USB	Residential Site/Fire Master Plans	OCFA	OCFA	OCFA
		Hood/Duct & Fire Alarms	OCFA	OCFA	Building Dept. 11222 Acacia
		All Other Types - <i>First, get GGV Bldg. Dept. Permit #</i>	OCFA	OCFA	Building Dept. 11222 Acacia
<i>**GGV Water Dept. approval needed to submit OCFA Sprinkler or Underground plans</i>					
Irvine (949) 724-6313	USB	Residential Site/Fire Master Plans, Sprinklers, Special Extinguishing Systems, Hoods, & Alarms	OCFA	OCFA	OCFA
	EPR only	All Other Types Submit to IrvineReady.org	EPR-Bldg. Dept. (Online)	EPR - Bldg. Dept. (Online)	EPR - Bldg. Dept. (Online)
Laguna Hills (949) 707-2627	USB	All Types	OCFA	OCFA	OCFA
Laguna Niguel (949) 362-4354	USB	All Other Types/New Alarms	OCFA	OCFA	Building Dept. 30111 Crown Valley
		All Sprinklers & Alarm TI's	OCFA	OCFA	OCFA
Laguna Woods (949) 707-2627	USB	All Types	OCFA	OCFA	OCFA
Lake Forest (949) 481-3470	USB	All Types	OCFA	OCFA	OCFA
La Palma (714) 690-3340	USB	All Types	OCFA	OCFA	OCFA
Los Alamitos (562) 431-3538 x302	USB	All Types	OCFA	OCFA	OCFA
Mission Viejo (949) 470-3054	USB	All Types	OCFA	OCFA	OCFA
R. Santa Margarita (949) 635-1800	USB	All Types	OCFA	OCFA	OCFA
San Clemente (949) 381-8100	USB	Sprinklers, Undergrounds, Hood, & Alarms	OCFA	OCFA	OCFA
		All Other Types	OCFA	OCFA	Building Dept. 910 Calle Negocio, #100
San Juan Capistrano (949) 493-1171	USB	All Types (<i>PR182's can be picked up at OCFA</i>)	OCFA	OCFA	Building Dept. 30448 Rancho Viejo
Santa Ana (714) 573-3132	USB	All Types - <i>New/Relocated Underground & 13/13R Sprinklers w/ outside risers must have Santa Ana Planning Dept. stamp</i>	OCFA	OCFA	OCFA
Seal Beach (562) 431-2527	USB	All Types	OCFA	OCFA	Building Dept. 211 Eighth St
Stanton (714) 890-4286	USB	All Types	OCFA	OCFA	OCFA
Tustin (714) 573-3132	USB	All Types	OCFA	OCFA	Building Dept. 300 Centennial Way
Villa Park (714) 998-1500	USB	All Types	OCFA	OCFA	OCFA
Westminster (714) 548-3254	USB	All Types	OCFA	OCFA	Building Dept. 8200 Westminster Blvd.
Yorba Linda (714) 961-7100	USB	All Types	OCFA	OCFA	OCFA
County of Orange (714) 667-8888	USB	Types	OCFA	OCFA	OCFA

Attachment B: Screening Form (SFR/Duplex)



ORANGE COUNTY FIRE AUTHORITY

SFR

Plan Submittal Criteria Form

Required for Single Family or Duplex Residences
(Use Commercial form for lots with 3+ dwelling units or new residential tracts)

Complete the Project Information and Questionnaire below, then sign and date the Applicant Certification.

Project Information

New Single Family Residence/Duplex
 Addition/Remodel
 ADU
 Other

Address:	Unit #:	City or Unincorporated County Area:	ZIP:
Scope of Work:			
Existing Area:	Area to be Added:	Total Resulting Area:	Stories: Area Added in Past 2 Years (excluding this project):

	Yes	No	Questionnaire	OCFA Plan Type if "Yes"
1.	<input type="checkbox"/>	<input type="checkbox"/>	New – Is this a new single family residence or duplex?	*PR160 Residential Site with Water Availability PR400-402 Fire Sprinkler
2.	<input type="checkbox"/>	<input type="checkbox"/>	ADU – Is this a new Accessory Dwelling Unit (ADU) on the same property as a house that already has fire sprinklers or a house that will have fire sprinklers added as part of this project?	PR400-402 Fire Sprinkler
3.	<input type="checkbox"/>	<input type="checkbox"/>	Addition – Is this (A) an addition to a currently sprinklered building, or (B) an addition requiring a fire sprinkler retrofit based on a threshold set by local ordinance?	PR400-402 Fire Sprinkler
4.	<input type="checkbox"/>	<input type="checkbox"/>	Distance – Is the most remote portion of the addition, ADU or other detached structure greater than 140-feet from the fire access roadway?	*PR160 Residential Site
5.	<input type="checkbox"/>	<input type="checkbox"/>	Total Area – Will the addition result in a total area of greater than 3,600 square feet (sf) for non-sprinklered buildings, or greater than 6,200 sf for sprinklered buildings, including the area of all enclosed spaces, such as garages, stairs, and detached structures separated by less than 10-feet?	*PR160 Residential Site with Water Availability
6.	<input type="checkbox"/>	<input type="checkbox"/>	Remodel – Is this a remodel of a sprinklered building with a scope of work that includes adding or removing any interior walls? Note: If "Yes", then project must be evaluated by a C-16 licensed contractor to determine if a fire sprinkler modification is needed.	PR400-402 Fire Sprinkler
7.	<input type="checkbox"/>	<input type="checkbox"/>	Detached Structure – Is this a new detached utility or accessory structure (not an ADU), such as a garage, workshop, game room, pool house, barn, etc., requiring fire sprinklers based on a threshold set by local ordinance?	*PR160 Residential Site PR400-402 Fire Sprinkler
8.	<input type="checkbox"/>	<input type="checkbox"/>	Gate – Is a gate being installed across a driveway or road that is designated as a fire department access roadway, or a driveway or road that serves more than a single home/duplex?	PR180 Gate
9.	<input type="checkbox"/>	<input type="checkbox"/>	Methane – Is project located in or less than 100' from a "Division of Oil, Gas, and Geothermal Resources" (DOGGR) field boundary or well (active or abandoned), less than 300-feet from an oil/gas seep, or less than 1000-feet from a landfill? (Note: For projects in Yorba Linda, this requirement only applies to new homes, enclosed accessory structures, addition to existing structure greater than 1000 sf, and ADU's).	*PR160 Residential Site *PR172-174 Methane Test/Mitigation Plans
10.	<input type="checkbox"/>	<input type="checkbox"/>	Vegetation – Is the property/structure (A) on the perimeter of a community containing, or adjacent to slopes or hills, or (B) adjacent to an open space or wildland area containing non-irrigated vegetation, or (C) in a State Responsibility Area or Local Responsibility Area "Fire Hazard Severity Zone", as defined by the State, or (D) near an area that could be affected by a wildfire in the open space.	*PR125 Fuel Modification PR182 Accessory Structure

*OCFA approval required before issuance of a grading/building permit. All other plans types may be deferred submittals.

Applicant Certification

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

Print Name: _____ Signature: _____ Date: _____
 Phone Number: _____ Email: _____

Attention Building Department Staff – After you've verified all questions were answered accurately as "No", then you may accept this signed form as a written release that an OCFA review is not required. If any questions were answered as "Yes", then the plan type on the right side may be required.

_____ If all answers are "No" and the Building Department still requires the applicant to have their plans reviewed by OCFA, or if any answers are "Yes" and the Building Department prefers for OCFA to determine if a review is required, please initial this line and provide an explanation on the Plan Referral Form (on the reverse), to be submitted along with the appropriate plans to OCFA for a determination.

For questions and submittal information, please visit ocfa.org, or call OCFA at (714) 513-6100

Attachment D - City Plan Referral Form (Page 2 of Screening Forms)

City must complete Attachment D to explain why an OCFA review is requested that wouldn't normally be required (Use in conjunction with Attachment B or C).



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Plan Referral Form

Required for OCFA to review plans upon the request of the Building Department when the answers on the Plan Submittal Criteria Form (on the reverse) are all "No".

City Official Requesting Review:

City Reference #: _____

City / County: _____

Date: _____

Contact Name: _____

E-Mail: _____

Title: _____

Phone #: _____

**** Have the applicant complete and sign the OCFA Plan Submittal Criteria Form on the reverse of this form. ****

Reason(s) for Review:

Please describe why OCFA Plan Review is or may be required by the City/County:

OCFA COMMENTS:

No further action required on this specific plan type, based on information provided on: ____/____/____.

Project to be taken in for OCFA Review.

Other:

Name: _____

Contact #: _____

Date: _____

OCFA Authorization

Updated: 06/02/2020 m