



# ORANGE COUNTY FIRE AUTHORITY

P. O. Box 57115, Irvine, CA 92619-7115 • 1 Fire Authority Road, Irvine, CA 92602-0125

Brian Fennessy, Fire Chief

(714) 573-6000

[www.ocfa.org](http://www.ocfa.org)

## Frequently Asked Questions Fee Schedule

*The Orange County Fire Authority Board of Directors adopts a cost recovery fee schedule for annual inspections and services. A copy of the most current, Board adopted fee schedule can be found here: <https://ocfa.org/Transparency/FeeSchedule.aspx>.*

**1. I received an invoice for a “M150-Base Fee.” What is this fee for?**

All businesses where an inspection service is provided are charged this fee. Multifamily dwellings with 3 or more units are required to be inspected annually in accordance with the California Health and Safety Code, Section 13146.2.

**2. We have not received any such invoice in the past, what has changed?**

In accordance with the Annual Inspection Program, your facility requires an inspection. This may be new to your business as we recently replaced our records management system. This has caused data to be reviewed, cleaned up and/or added.

**3. How often will I get inspected or billed?**

Any time an inspection service is provided an invoice is generated. If you are a part of the annual program, you will be billed annually. If you are a part of another schedule of inspection, you will be billed after the service has been provided.

**4. I did not request this service, who can I contact?**

Please see the contact information below.

**5. Who should I contact for Questions?**

Should you have questions about your inspection, please contact Prevention Field Services at (714) 573-6254.

Should you have a payment related question, please contact our Accounts Receivable Department at (714) 573-6342 or via email at [ARRevenueUnit@ocfa.org](mailto:ARRevenueUnit@ocfa.org).

**6. How can I get a copy of my inspection report?**

Please contact Prevention Field Services at (714) 573-6254.

**7. What should I do if I believe there is an error on my bill?**

If you notice an error on your bill, you should contact the billing department immediately via email at [ARRevenueUnit@ocfa.org](mailto:ARRevenueUnit@ocfa.org). Provide details of the discrepancy and any supporting documentation. The department will review your claim and make any necessary adjustments.

**8. What are the payment options available?**

The two methods to pay your bill/invoice are as follows:

1. Online payments are accepted using our payment processing provider, Municipal Services Bureau (MSB): <https://www.msbpay.com/ocfa/pfs/>
- a. Credit and Debit Cards

- i. A 2.45% convenience fee will be charged for payments using a credit or debit card. The convenience fee is based on the total amount due and is a pass-through amount paid directly to MSB as the provider of this online payment service and not the OCFA.
  - b. E-Check payments (Electronic Check or ACH): No Fee
2. Mail a check or money order to:  
OCFA  
Attn: Accounts Receivable  
PO Box 51985  
Irvine, CA 92619-1985

**9. Are There Any Penalties for Late Payments?**

Yes. It is our policy to charge a 10% late fee for all delinquent invoices and assess a \$20.00 non-sufficient funds fee for any returned check payments.