

ATTACHMENT 3

Plan Submittal Disclosure for B/F/M/S/U Occupancies

While construction of B, F, M, S, and U occupancies are not regulated by the OCFA, the materials, equipment, and activities within those occupancies may be. Completing this worksheet will assist in determining whether an **architectural and/or special equipment, process, or hazard plan**, is required to be submitted for fire department review; *review of other plan types not identified in this worksheet may also be required by the fire department, depending on the specific scope and circumstances of your project.* Refer to the OCFA Plan Submittal Criteria form and your conditional use permit, planning resolution, and approved plans and project documentation to identify additional submittals. By completing the certification information in Step 4, this disclosure form may be submitted to the building department as evidence that OCFA review of architectural and/or special equipment, process, or hazard plans is or is not required; when used in this manner, the disclosure form should be accompanied by a completed OCFA Plan Submittal Criteria form (available at www.ocfa.org or city hall).

STEP 1: DETERMINE YOUR OCCUPANCY CLASSIFICATION

Check each box that describes the use(s) associated with your project or facility.

- B occupancy:** general business administration or professional services such as a bank, salon, veterinary clinic, data processing, doctor/dentist office, car dealership/showroom, research and testing lab, dry cleaner (pick-up/drop off only, no cleaning done on-site), self-service laundry, etc.; small restaurants, adult education or training facilities, and similar gathering spaces with an occupant load of less than 50 occupants.
- F occupancy:** fabrication, manufacturing, assembling, packaging, cleaning/repair (including dry-cleaning facilities where laundry is done on-site), or processing of goods or materials.
- M occupancy:** display and sale of merchandise or products (e.g., department store, drug store/pharmacy, market, gas station, retail/wholesale store, sales room).
- S occupancy:** storage of materials or products over 100 square feet in area; a parking garage or vehicle maintenance or repair facility (e.g., warehouse, stockroom, distribution center, auto body, or car service center).
- U occupancy:** barn, stable, shed, greenhouse, or other agricultural structure; a carport or garage for private or pleasure-type vehicles no more than 3,000 square feet in area.

If after completing this step you are still unsure of the proper occupancy classification(s), contact the Building Department for clarification before continuing to Step 2.

STEP 2: IDENTIFY PROJECT SCOPE, MATERIALS, PROCESSES, and EQUIPMENT

For each of the occupancy classifications you've identified in Step 1, answer the questions in the following sections below that correspond to that occupancy. If your project meets any of the criteria, check the box and *submit the type of plan associated with the PR service code listed for that item.* A building or space may contain one or more occupancies, so ensure that you answer all the questions for each of the occupancy classifications associated with your project or facility.

B occupancy

- For projects with commercial kitchens, does the project either: 1) include the installation, modification, replacement, or relocation of equipment for cooking food that contains or is prepared using grease, fat, oil, or shortening, or 2) involve modification of the hood or odor/vapor extraction system serving this equipment? Submit plans for a hood and duct *fire extinguishing system* (PR335).

- For high-rises (>75 feet from the lowest level of building access to the highest occupiable floor), buildings with an atrium connecting 3+ stories, and other structures with a smoke control/management system, will the proposed work affect the performance of the system? Submit architectural plans (PR224 or PR228) along with a report prepared by the engineer of record or other qualified professional familiar with the smoke control system describing the impact of the project and proposed method of mitigation.
- Does your project involve any of the following: 1) an eating/drinking establishment with either 50+ occupants, excluding kitchen staff, or 750+ square feet in the dining, ordering, and waiting areas, including exterior spaces if those customers must pass back through the building to leave the facility; 2) a conference room, break/lunch room, or similar gathering area over 750 square feet.; 3) a training room or classroom with tables/desks and chairs for adults over 1000 square feet.? 4) a training room or classroom with chairs in rows, sanctuary, multipurpose room, or similar gathering area over 350 square feet? It contains an A occupancy; submit an architectural plan (PR200 through PR208).
- Is your facility an elementary school, tutoring center, or similar supplemental educational facility with more than 6 children in any space at the same time? It may be an E occupancy. Verify occupancy with the Building Department and submit an architectural plan to the OCFA if it is classified as an E occupancy (PR212).

F occupancy: Does the project include any of the following processes, operations, or equipment:

- Baking or use of powdered ingredients, sanding, grinding or other processes that produce fine combustible dust (PR360)
- Chipping, composting, or recycling operation (PR315; a PR145 may also be required)
- Dipping, coating, or spraying of flammable finishes (PR345)
- Dry cleaning performed on-site (PR355)
- Fabrication or use of plastics or other combustible solids (matches, charcoal, semi-conductors, explosives/fireworks, combustible metals) or tire rebuilding (PR315)
- Liquefied petroleum gas storage or use, including LPG-fueled vehicles (PR315)
- Ovens (industrial or commercial production ovens, dryers, autoclaves and similar equipment or commercial ovens in a retail restaurant/bakery kitchen serving the public) (PR360)
- Refrigeration systems (Complete the refrigeration worksheet in Guideline G-02)
- Storage, production, or use of baled cotton or combustible fibers (e.g., hay, jute, moss, straw, waste paper or similar materials) in excess of 100 cubic feet (PR315)
- Tanks for cryogenic or flammable/combustible liquids (PR300 or PR305)
- Welding, brazing, soldering, or other hot work (PR315)
- Woodworking or lumber yard (PR360; a PR145 may also be required)

M occupancy

- Does your project include installation or modification of a fuel tank or fuel dispensing station (gasoline, compressed natural gas, hydrogen, or liquefied petroleum gas)? Submit a tank plan (PR300 or PR305, as appropriate).

S occupancy

- Does your operation include the use of liquefied petroleum gas or compressed natural gas fueled vehicles (e.g., forklifts, loaders)? Submit a hazardous materials process/storage plan (PR315).
- Does your project include a parking garage >3000 square feet within, attached to, or beneath a SFM-regulated building such as an apartment building, hotel, restaurant, or mall? Include plans for the garage (PR224 or PR228) with your architectural plans (PR200 through PR280) for the SFM-regulated occupancy.
- Is your project a motor vehicle or aircraft service/repair facility? Submit an architectural plan (PR236 or PR240).

U occupancy

- Does this project have a carport or garage attached to or within 10 feet of an R-1, R-2, or R-4 multi-family residential occupancy? Include plans for the carport/garage area with the architectural plan submitted to the OCFA for the R occupancy (PR264 through PR280).

STEP 3: GENERAL REQUIREMENTS

Answer the following questions for *all* B, F, M, S, or U occupancies. If your project meets any of the criteria listed, check the box and *submit the type of plan associated with the PR service code listed for that item*.

- Is another regulatory agency or official *requiring* submittal of your architectural plan to the OCFA? Submit an architectural plan along with a completed OCFA referral form or similar documentation prepared by the regulatory agent indicating the scope of review requested (PR 224 or PR228).
- With the exception of limited quantities of typical janitorial supplies used for general cleaning and upkeep purposes, does this facility produce, store, dispense, display, or otherwise utilize chemicals or other hazardous materials (e.g., oil/lubricants, paint, epoxies/adhesives or solvents, acids, alcohol/industrial disinfectants, oxygen/acetylene/nitrogen or other compressed gasses, etc.)? Submit a hazmat compliance plan and chemical classification (PR315 and PR320 through PR328).
- Does the facility have a generator containing 60 or more gallons of fuel? Submit a tank plan (PR300).
- Does the project include an uninterrupted power supply (UPS) or other battery backup system with more than 50 gallons of electrolyte; and/or do you recharge or service battery powered vehicles such as golf carts or forklifts indoors and the aggregate quantity of electrolyte in all the batteries exceeds 50 gallons? Submit a battery plan (PR375).
- Does the project include the addition of or modification to industrial or medical gas storage or distribution piping (not including compressed air systems of a scale as would be expected at a small vehicle repair shop)? Submit a gas system plan (PR350).
- Does your project include installation or modification of refrigerated equipment (e.g., cooling plant; large or multiple refrigerated grocery cases, refrigerated warehouses, or walk-in coolers)? Complete the refrigeration worksheet in Guideline G-02.
- Will the facility include storage, stock, or sales areas in excess of 500 square feet where the top of items stored or displayed will be 12 feet or higher (or 6 feet for more hazardous commodities such as plastics, tires, flammable/combustible liquids, etc.)? Submit a high-piled storage plan (PR330).
- Does your project involve the installation of a photovoltaic (PV) system on a one or 2-family residential dwelling? Submit a PV plan if required by the city Building Official (PR363).
- Does your project involve the installation of a photovoltaic (PV) system on a commercial building or on a residential building with 3 or more dwelling units? Submit a PV plan (PR363).
- Is the building a new high-rise (>75 feet from the lowest level of building access to the highest occupiable floor)? Submit an architectural plan (PR285).
- Does your project involve construction of or modification to the common area of an enclosed mall (not including individual storefronts adjacent to the common area)? Submit an architectural plan (PR200 through PR228).
- Is your building in whole or in part a tent, canopy, inflatable or other membrane structure? Submit an architectural plan (PR224 or PR228).
- Does the project involve the installation or modification of electronic locking devices (e.g., delayed egress, controlled egress, elevator lobby locks, remote access control locks) on doors that may obstruct or inhibit passage *in the direction of exit travel* from the room, suite, or building to the outside? Submit an alarm plan (PR500 through PR520) and/or an architectural plan (PR224 through PR228).
- Does the project involve the installation or modification of card readers, key pads or similar security devices on doors that require the use of a card, pass code, or similar knowledge or key to allow passage *in the direction of exit travel to the outside*, and/or will revert to fail-secure mode and lock upon power failure or activation of an alarm? Submit an architectural and alarm plan (PR224 or PR228, and PR500 through PR520).

- Is your building or tenant space currently protected by a fire sprinkler system and/or by an alarm system (other than a basic sprinkler water flow monitoring system)? Consult with a C-16 licensed fire sprinkler or a C-10 licensed fire alarm contractor to evaluate whether the system will be affected by the proposed project and submit necessary fire protection system plans prior to modification (PR430 through PR440, PR500 through PR520).

STEP 4: CERTIFICATION

Complete the information requested below:

Project Name

Project Address (number and street; city, suite, floor number, or project area)

Project Description/Scope

- One or more items in Step 2 or 3 above applies to this project; a submittal to the OCFA is required.
- None of the items identified in Step 2 or 3 above applies to this project. The Building Department may take this signed document as evidence that an **architectural or special equipment/process/hazard plan** is not required to be submitted to the OCFA. *Other plan types may still be required.*

I, (print name) _____, am the owner or authorized representative of the facility indicated above. I am familiar with this facility and types of materials, equipment, activities, and operations therein and affirm that the information in this document is accurate, complete, and provided in good faith. I further acknowledge that this information is subject to verification and any spaces, materials, operations, equipment, or the like found to be non-compliant with applicable codes, standards, and other requirements are subject to immediate closure, removal, or other action to the extent allowed by law.

_____ (_____) _____
Signature **Date** **Phone number**