

# Instructions by City

| Project Location   | File       | Plan Type   | Submit to:                  | Corrections at:               | Approval Pickup:                                 |
|--|------------|---|-----------------------------|-------------------------------|--|
| <b>Planning - All Areas</b>  | <b>USB</b> | Map, CUP, EIR, NOP or CEQA  | City Planning Dept.         | City Planning Dept.           | City Planning Dept.                              |
| <b>Aliso Viejo</b><br>(949) 425-2540   | Online     | All Other Types   | OCFA                        | OCFA                          | OCFA   |
| <b>Buena Park</b><br>(714) 562-3636  | USB        | All Types   | OCFA                        | OCFA                          | <b>Building Dept.</b><br>6650 Beach Blvd         |
| <b>Cypress</b><br>(714) 229-6730   | Online     | All Types   | OCFA                        | OCFA                          | <b>OCFA</b>                                      |
| <b>Dana Point</b><br>(949) 248-3594  | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>Garden Grove**</b><br>(714) 741-5309  | Online     | Residential Site / Fire Master Plans  | OCFA                        | OCFA                          | <b>OCFA</b>                                      |
| <b>**GGV Water Dept. approval needed to submit OCFA Sprinkler or Underground plans</b> | USB        | Hood/Duct & Fire Alarms   | OCFA                        | OCFA                          | <b>Building Dept.</b><br>11222 Acacia            |
|  | USB        | All Other Types - <i>First, get GGV Bldg. Dept. Permit #</i>  | OCFA                        | OCFA                          | <b>Building Dept.</b><br>11222 Acacia            |
|  | Online     | Residential Site/Fire Master Plans, Sprinklers, U/G, Special Extinguishing Systems, Hoods, & Alarms                             | OCFA                        | OCFA                          | OCFA   |
| <b>Irvine</b><br>(949) 724-6313  | EPR only   | All Other Types<br>Submit to IrvineReady.org  | EPR-Bldg. Dept.<br>(Online) | EPR - Bldg. Dept<br>(Online). | EPR - Bldg. Dept.<br>(Online)                    |
| <b>Laguna Hills</b><br>(949) 707-2627  | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>Laguna Niguel</b><br>(949) 362-4354   | USB        | All Other Types/New Alarms  | OCFA                        | OCFA                          | <b>Building Dept.</b><br>30111 Crown Valley      |
|  | Online     | All Sprinklers & Alarm TI's   | OCFA                        | OCFA                          | OCFA   |
| <b>Laguna Woods</b><br>(949) 707-2627  | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>Lake Forest</b><br>(949) 461-3470   | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>La Palma</b><br>(714) 690-3340  | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>Los Alamitos</b><br>(562) 431-3538 x302   | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>Mission Viejo</b><br>(949) 470-3054   | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>R. Santa Margarita</b><br>(949) 635-1800  | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>San Clemente</b><br>(949) 361-6100  | Online     | Sprinklers, Undergrounds, Hood, & Alarms  | OCFA                        | OCFA                          | OCFA   |
|  | USB        | All Other Types   | OCFA                        | OCFA                          | <b>Building Dept.</b><br>910 Calle Negocio, #100 |
| <b>San Juan Capistrano</b><br>(949) 493-1171   | USB        | All Types ( <i>PR182's can be picked up at OCFA</i> )   | OCFA                        | OCFA                          | <b>Building Dept.</b><br>30448 Rancho Viejo      |
| <b>Santa Ana</b><br>(714) 573-3132   | Online     | All Types - <i>New/Relocated Underground &amp; 13/13R Sprinklers w/ outside risers must have Santa Ana Planning Dept. stamp</i> | OCFA                        | OCFA                          | OCFA   |
| <b>Seal Beach</b><br>(562) 431-2527  | USB        | All Types   | OCFA                        | OCFA                          | <b>Building Dept.</b><br>211 Eighth St.          |
| <b>Stanton</b><br>(714) 890-4286   | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>Tustin</b><br>(714) 573-3132  | USB        | All Types   | OCFA                        | OCFA                          | <b>Building Dept.</b><br>300 Centennial Way      |
| <b>Villa Park</b><br>(714) 998-1500  | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>Westminster</b><br>(714) 548-3254   | USB        | All Types   | OCFA                        | OCFA                          | <b>Building Dept.</b><br>8200 Westminster Blvd.  |
| <b>Yorba Linda</b><br>(714) 961-7100   | Online     | All Types   | OCFA                        | OCFA                          | OCFA   |
| <b>County of Orange</b><br>(714) 667-8888  | Online     | Types   | OCFA                        | OCFA                          | OCFA   |