

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

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
OVERVIEW.....	2
SECTION 1: WHEN IS AN OCFA PLAN REVIEW REQUIRED?	2
SECTION 2: PREPARING TO SUBMIT	2
SECTION 3: PLAN SUBMITTAL SEQUENCE.....	4
SECTION 4: ONLINE SUBMITTAL INSTRUCTIONS	5
SECTION 5: PAYMENT INFORMATION.....	8
SECTION 6: FIELD PLAN REVIEW INSTRUCTIONS.....	8
 <u>ATTACHMENTS</u>	
Attachment A: City - Specific Submittal Instructions	10
Attachment B: SFR/Duplex Screening Form	11
Attachment C: COM Screening Form	13
Attachment D: Unenclosed Accessory Structure Form	15

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 and online submittal 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, project scope, 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 (including adding structures)
<ul style="list-style-type: none"> All State Fire Marshal Regulated Occupancies, such as A, E, I, H1-5, L, R1-2 & 4, High-Rises, including all non-R3 Residential occupancies. New and Major Remodel R3 Residential Site Plans also need to 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, Hood & Ducts or Special Equipment/Systems
<ul style="list-style-type: none"> Hazardous Processes/Dispensing or Materials Storage
<ul style="list-style-type: none"> Projects requiring CUPs, Maps, Entitlements or CEQA/NOP
<ul style="list-style-type: none"> Whenever Requested by the City/County Building or Planning Departments

For questions whether a project needs plans submitted to OCFA or not, contact the OCFA Tech Line at (714) 573-6108.

SECTION 2: PREPARING TO SUBMIT

Building or Planning Submittal? OCFA has two plan submittal categories, Planning and Building. Each has a different submittal process, so first determine which type you need to submit, then follow the instructions accordingly.

Planning Submittals: CUPs/Development Reviews, Maps or CEQA

OCFA generally reviews Planning plans in parallel with the City Planning Departments (County Planning for Unincorporated OC) to identify potential issues that could impact a project's viability. This facilitates addressing problems prior to Planning Commission hearings, permitting and/or construction.

Typical situations requiring Planning Department submissions include, but aren't limited to:

<ul style="list-style-type: none"> • Developmental Review/ CUP/ Entitlements 	<ul style="list-style-type: none"> • Lot Line Changes 	<ul style="list-style-type: none"> • New/Ground-up Construction
<ul style="list-style-type: none"> • Tract / Parcel Maps 	<ul style="list-style-type: none"> • Access Easements 	<ul style="list-style-type: none"> • Occupancy or Use Changes

Planning Submittal Instructions

Step 1: Consult with City/County Planning staff to determine if Planning Department approval is needed, and whether OCFA should be part of that approval. If it involves situations listed above, the answer is typically yes.

Step 2: Deliver the Planning plan file on a **USB** to the City/County Planning Department, and they'll route it to OCFA.

Step 3: Both Planning plan Corrections and Approvals are returned to the City (County for Unincorporated) Planning Departments, who will return them to the customer.

- **Note:** Planning resubmittals follow the same process, where customers deliver the corrected plan on a USB to the Planning Department, who then route it to OCFA.

Building Submittals: All Other Plan Types That Aren't Planning Related

Customers submit Building plans online directly to OCFA at: publicservices.ocfa.org

Building Submittal Instructions

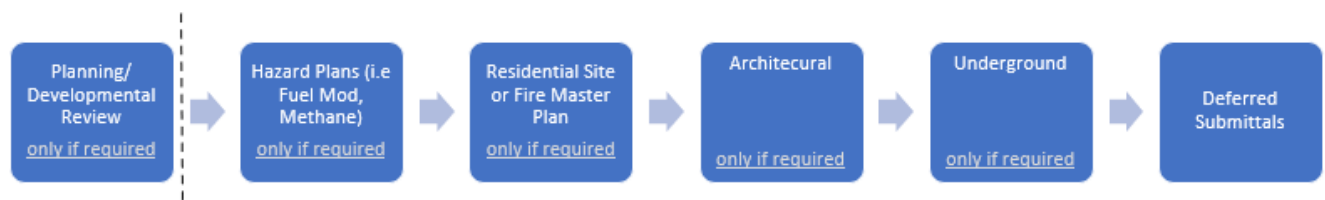
Step 1: Before submitting, check Attachment A for special city requirements, and include the Fillable Cover Sheet when required:

- **OCFA Fillable Cover Sheets:** Required for all Architectural, Alarm, Sprinkler, Underground, Residential Site and Fire Master Plans (see ocfa.org)

- **USB Cities:** Certain cities also require that a USB be delivered to OCFA within two working days of the online submittal, including: Buena Park, San Clemente, San Juan Capistrano, Seal Beach, and Westminster. (See Attachment A)
- **Garden Grove Projects:** Before submitting plans to OCFA, Garden Grove customers must obtain a Garden Grove Building Department Application #, and provide it when submitting plans online to OCFA, except for Residential Site Plans, Fire Master Plans, Hoods, Alarms and Sprinklers.
 - Additionally, Garden Grove Sprinkler and Underground plans must first secure approval from the Garden Grove Water Department, then upload that approval document when submitting plans online to OCFA.
- **Irvine Projects:** Most Irvine plans need submitted directly to the City's IrvineReady! online portal, and Irvine will electronically route plans to OCFA. (See Attachment A)
 - IrvineReady! customers will be instructed to also create an online OCFA Service Request on publicservices.ocfa.org to enable OCFA project tracking and payments.
 - Irvine Exceptions: Sprinklers, Undergrounds, Alarms, Special Extinguishing Systems, Hoods, Residential Site Plans and Fire Master Plans get submitted directly to OCFA on publicservices.ocfa.org.
- **Santa Ana Projects:** New or relocated Undergrounds and 13/13R Sprinklers with outside risers must have the Santa Ana Planning Department stamp on the plan submitted online to OCFA.

SECTION 3: PLAN SUBMITTAL SEQUENCE

Typical Plan Submittal Sequence

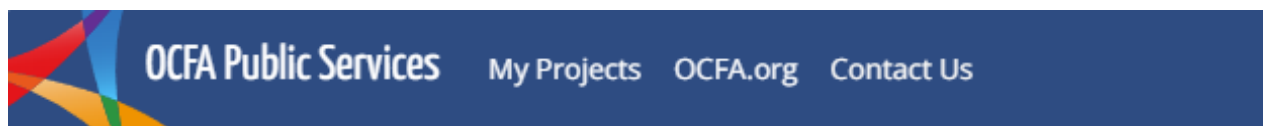


Some projects require submitting plans in a particular sequence. This is often true for both commercial and residential projects involving the situations listed below:

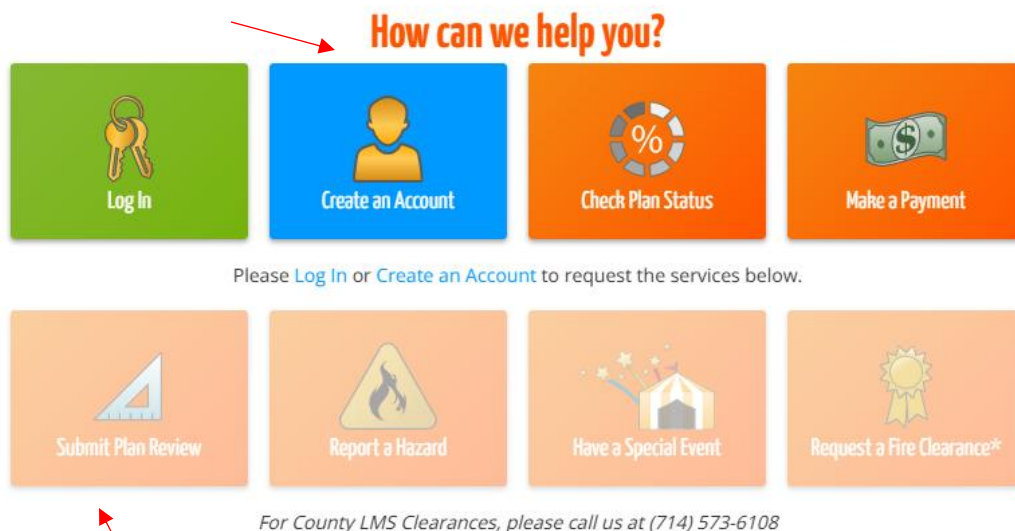
<ul style="list-style-type: none"> • Site Development 	<ul style="list-style-type: none"> • Occupancy or Use Changes 	<ul style="list-style-type: none"> • Major Remodels
<ul style="list-style-type: none"> • Access/Perimeter Changes 	<ul style="list-style-type: none"> • Footprint Changes or Additions 	<ul style="list-style-type: none"> • New/Ground-up Construction
<ul style="list-style-type: none"> • Moving/Changing Walls or Exits 	<ul style="list-style-type: none"> • Risk Areas (Fire, Methane, Low Water, Access, etc.) 	<ul style="list-style-type: none"> • When requested by the City or County

Note: Projects that usually don't require pre-requisite submittals include simple TI's, such as Sprinklers, Alarms, Hoods, etc.

SECTION 4: ONLINE SUBMITTAL INSTRUCTIONS



Step 1: Customers must first create an OCFA Public Services account at: publicservices.ocfa.org. (Note: the confirmation email must be promptly responded to before you can proceed).



Step 2: Go to “Submit Plan Review” to input the project data:

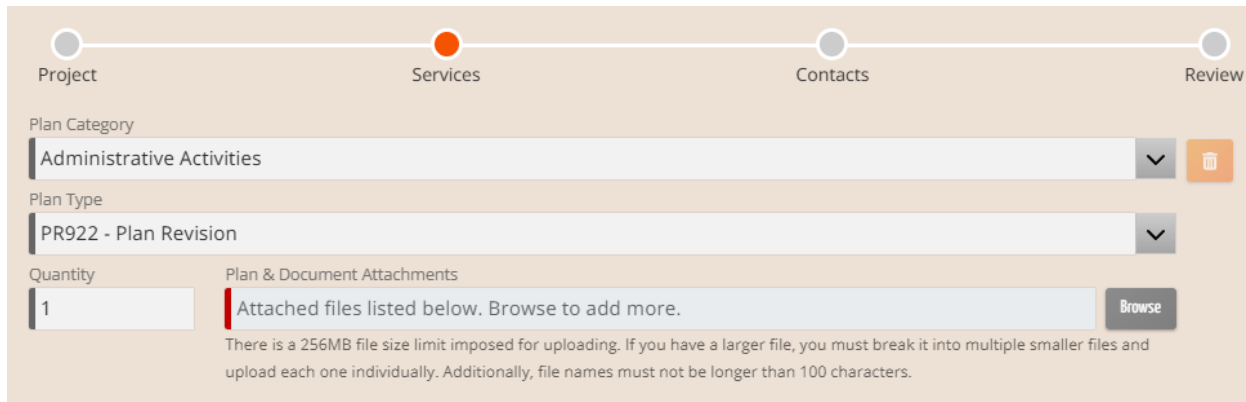
- Choose the appropriate Submittal Type (New, Resubmittal or Revision)
- Be sure to select one radio button in each row
- Red lines indicate a required field or a problem that needs corrected

The screenshot shows a web form for submitting a plan. At the top, there are four tabs: Project (selected), Services, Contacts, and Review. Below the tabs, the 'Submittal Type' dropdown menu is open, showing three options: 'New Plan Review', 'Revision for Approved Plans', and 'Resubmittal for Not Approved Plans'. The 'Resubmittal for Not Approved Plans' option is highlighted. Below this, there are input fields for 'Plan Reference #' and 'Bldg Dept Reference #'. The next section asks 'What type of structure is it?' with two radio button options: 'Residential (Single Family/Duplex/ADU)' and 'Commercial or Multi-Family Residential (3+ Units)'. Below that, it asks 'What is the overall project scope?' with two radio button options: 'New Build/Ground-Up Construction' and 'Remodel or Tenant Improvement'. The 'Project Location' section has a heading and a instruction: 'Please fill out City and at least one of these fields: Street Address, Parcel Map, Tract, or Temp Tract.' Below this, there are several input fields: 'Street #', 'Ext', 'Dir', 'Street Name', 'Dir', 'Street Type', 'Bldg #', 'Ste/Apt', 'City', 'State', 'Zip', 'Parcel Map', 'Tract', 'Temp Tract', 'Lots', and 'Temp Lots'. Red vertical bars are present next to the 'Street #', 'City', and 'Parcel Map' fields. At the bottom, there are three buttons: a red 'X' button, a green 'Previous' button, and a green 'Next' button.

- **For Resubmittals** (of Unapproved plan):
 - Login into your account, go to My Projects (at top), select the red Resubmittal button at the bottom of the page, then upload the plan.
- **For Revisions** (of Approved plan that hasn't passed Inspections):
 - Login to your account, go to Submit A Plan, select "Revision" from dropdown, input previous SR # (A new SR # will be assigned).

Step 3: Take an educated guess for Category and Plan Type from the dropdown descriptions. OCFA will correct them if needed.

Step 4: Files must be uploaded one at a time.



The screenshot shows a web form for submitting a plan. At the top, there is a progress bar with four steps: Project, Services (currently active), Contacts, and Review. Below the progress bar, the form has two dropdown menus: 'Plan Category' with 'Administrative Activities' selected, and 'Plan Type' with 'PR922 - Plan Revision' selected. To the right of these dropdowns is a trash icon. Below the dropdowns is a 'Quantity' field with the value '1'. To the right of the quantity field is a section titled 'Plan & Document Attachments' with the text 'Attached files listed below. Browse to add more.' and a 'Browse' button. At the bottom of the form, there is a note: 'There is a 256MB file size limit imposed for uploading. If you have a larger file, you must break it into multiple smaller files and upload each one individually. Additionally, file names must not be longer than 100 characters.'

Step 5: OCFA will send a payment link after the submittal gets screened.

Step 6: Reviewed plans have 2 possible outcomes:

- **Building Plan Corrections:** Address Correction items, then resubmit the plan online
- **Approved Building Plans:** Access the Approved e-stamped plan from your portal, under “My Projects”.
 - Note: For USB cities, the Building Department will contact customers to pick up the USB from the City.

Useful Information

- **No Expedited Reviews**
- **Plan Status:** Check online at publicservices.ocfa.org on the Plan Status tab. (“Assigned” means it hasn’t been reviewed yet).
- **Turn-Around Times:** Most plans have a 10-working day (Mon-Thu) Target turn-around for each submittal/resubmittal. Allow an additional day for outgoing processing. (Plan returns require a zero balance)
- **OCFA Tech Line (OCFA Code/Technical questions only):** Leave a message at (714) 573-6108 with your question and contact information Your call will be returned by the next working day.
- **Inspection Scheduling:** Call (714) 573-6150. Inspections can be scheduled with an approved stamped plan. One wet stamped or e-stamped hard copy plan must be onsite for the OCFA Inspector.
- **OCFA Screening Forms (Attachments B & C):** These serve as an initial indicator if an OCFA plan review is needed, but should not be considered conclusive, as they can’t address all circumstances. (Do not submit these to OCFA or ask OCFA staff to sign them).

- **OCFA Guidelines** (see ocfa.org): These provide helpful information about what OCFA needs to see for certain plan types.
- **OCFA Front Counter:** For Planning & Development related questions, call (714) 573-6100. Messages will be returned as soon as possible.
- **OCFA Address:** 1 Fire Authority Road, Irvine, CA 92602 (Hours: M-Th, 7:30AM - 12:00PM & 1:00PM - 4:30PM)

SECTION 5: PAYMENT INFORMATION

Online Payments: After submissions are screened, applicants are able to pay from their portal, and OCFA will send a payment link to the Billing Party contact if different than applicant. Pre-payments are not possible.

3rd Party Payments: Anyone can pay using the “Make a Payment” button and the SR # on publicservices.ocfa.org.

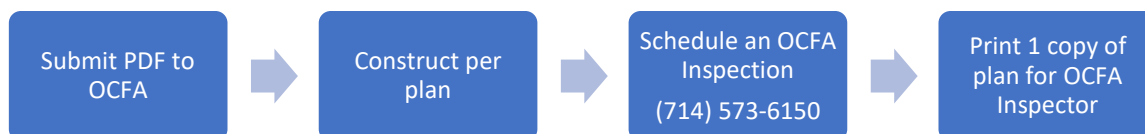
Fee Information:

- **OCFA Fee Schedule:** Posted on OCFA.org
- **Initial Fee:** Covers the first two plan reviews and required inspections
- **Resubmittal Fees:** Start at the 3rd submittal
- **Payment Methods:** Credit/Debit Cards (2.45% fee); E-Check/Checks payable to OCFA (no fee)

SECTION 6: FIELD PLAN REVIEWS

Field Plan Reviews offer a streamlined process for 4 simple plan types, with strict criteria, where the plan review is performed at the inspection. It is not available in all areas. The online submittal process is the same, but the plan is not returned with an OCFA Approval stamp.

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 pay the reinspection fee.

Field Plan Review Criteria	
PR630 1-25 heads	Tenant improvements to commercial sprinkler systems <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 <input type="checkbox"/> No more than one fire sprinkler per outlet
PR635 26-99 heads	<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	Temporary generators; temporary fuel dispensing at a construction site <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	Emergency repairs to underground water supply lines serving only private hydrants & sprinkler systems <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)
Buena Park	OK	OK	OK	OK
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

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

Attachment A: City - Specific Submittal Instructions

Instructions by City

Exception: Submit Planning plans (CUP, Map or CEQA) to City Planning Department on a USB (not to OCFA).

Project Location	File	Plan Type	Submit to:	Corrections at:	Approval Pickup:
Aliso Viejo (949) 425-2540	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Buena Park (714) 562-3636	USB + online	All Types	Online OCFA + USB	Online OCFA	Building Dept. 6650 Beach Blvd
Cypress (714) 229-6730	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Dana Point (949) 248-3594	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Garden Grove** (714) 741-5309 **GGV Water Dept. approval needed to submit OCFA Sprinkler or Underground plans	Online	Residential Site/Fire Master Plans, Hoods, Alarms & **Sprinklers	Online OCFA	Online OCFA	Online OCFA
	Online + City #	All Other Types First, get GGV Bldg. Dept. Application #.	Online OCFA + City Application #	Online OCFA	Online OCFA
Irvine (949) 724-6313	Online	Residential Site/Fire Master Plans, Sprinklers, U/G, Special Extinguishing Systems, Hoods, & Alarms	Online OCFA	Online OCFA	Online OCFA
	EPR only	All Other Types Submit online to Irvine Ready!	EPR-Bldg. Dept. (Irvine Online)	EPR - Bldg. Dept (Irvine Online).	EPR - Bldg. Dept. (Irvine Online)
Laguna Hills (949) 707-2627	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Laguna Niguel (949) 362-4354	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Laguna Woods (949) 707-2627	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Lake Forest (949) 461-3470	Online	All Types	Online OCFA	Online OCFA	Online OCFA
La Palma (714) 890-3340	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Los Alamitos (562) 431-3538 x302	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Mission Viejo (949) 470-3054	Online	All Types	Online OCFA	Online OCFA	Online OCFA
R. Santa Margarita (949) 635-1800	Online	All Types	Online OCFA	Online OCFA	Online OCFA
San Clemente (949) 361-6100	Online	Sprinklers, Undergrounds, Hood, & Alarms	Online OCFA	Online OCFA	Online OCFA
	USB + online	All Other Types	Online OCFA + USB	Online OCFA	Building Dept. 910 Calle Negocio #100
San Juan Capistrano (949) 493-1171	USB + online	All Types	Online OCFA + USB	OCFA	Building Dept. 32400 Paseo Adelanto
Santa Ana (714) 573-3132	Online	All Types: New/Relocated Underground or 13/13R Sprinklers w/ outside risers must have Santa Ana Planning Dept. stamp	OCFA	OCFA	OCFA
Seal Beach (562) 431-2527	USB + online	All Types	Online OCFA + USB	Online OCFA	Building Dept. 211 Eighth St.
Stanton (714) 890-4286	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Tustin (714) 573-3132	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Villa Park (714) 998-1500	Online	All Types	Online OCFA	Online OCFA	Online OCFA
Westminster (714) 548-3254	Online	Alarms, Sprinklers, U/G, Hood, Special Extinguishing Sys, Chem Class	Online OCFA	Online OCFA	Online OCFA
	USB + online	All Other Types	Online OCFA + USB	OCFA	Building Dept. 8200 Westminster Blvd.
Yorba Linda (714) 981-7100	Online	All Types	Online OCFA	Online OCFA	Online OCFA
County of Orange (714) 667-8888	Online	Types	Online OCFA	Online OCFA	Online OCFA

Attachment B: Screening Form (SFR/Duplex)



OCFA Single-Family/Duplex Screening Form (SFR)

Use this form to help determine if an OCFA plan review may be required or not. It is only an indicator, and should not be considered conclusive, as it cannot address all circumstances.

Note: Do not submit this form to OCFA or ask OCFA staff to sign it as a waiver.

Project Address:	City:	ZIP:
Applicant Name:	Address:	
Email:	Phone #:	

Area of All Existing Structures	+ Area to be Added:	= Total Resulting Area
(sf)	(sf)	(sf)

Scope of Work:

Instructions: If you checked "Yes" to any of the typical reasons requiring an OCFA Plan Review listed below, please submit plans online to OCFA at publicservices.ocfa.org. For questions, call the OCFA Tech Line at (714) 573-6108.

	Yes	No	Project Scope	Fee Code
1.			New - Single Family Home or Duplex	PR 160
2.			New - ADU or JADU (check all that apply): <input type="checkbox"/> Detached ADU <input type="checkbox"/> JADU	PR 160
3.			New - Detached Structure: Enclosed on at least 3 sides	PR 160
4.			New - Unenclosed Accessory Structure, Deck, or Patio Cover: 3 + sides open	PR 182
5.			New - Gate or Fence	PR 180
6.			Remodel - Increase or Alter Footprint of Existing Structure	PR 160
7.			Remodel - Add a New Story	PR 160
8.			Remodel - Existing Sprinklers: Existing home or structure(s) has Fire Sprinklers	PR 160
9.			Remodel - Interior Wall Alteration: Add, Remove or Alter interior walls	PR 160
10.			Hazard - Distance: Most remote portion of any existing or proposed structure is/will be greater than 140 feet from the street	PR 160
11.			Hazard - Fire Risk Areas: Project in: <input type="checkbox"/> Mapped Fire Hazard Severity Zone; <input type="checkbox"/> near/adjacent to non-irrigated wildland or Wildfire Risk Area	PR 160
12.			Hazard - Low Water: Project is in Midway City, or other Low Fire Flow Area	PR160
13.			Hazard - Methane: Project is: <input type="checkbox"/> in DOGGER/CalGEM boundary; <input type="checkbox"/> within 300 ft of active or proposed oil well; <input type="checkbox"/> within 1000 ft of a landfill	PR17x
14.			Hazard - Separation: Distance between any existing and/or proposed structures is/will be less than 10 feet apart	PR 160

*Note: Listed Fee Codes are probable starting points

Applicant Certification

<i>I certify, under the penalty of perjury, under the laws of the State of California, that the information above is true:</i>		
Print Name: _____	Signature: _____	
Phone #: _____	Email: _____	Date: _____

Continued →

Attachment B - Continued

Attention: Building Department

If the City/County wants OCFA to review this project for any reason, regardless of Screening Form information, please initial and complete the following:

City (or County) Contact Name: _____ Title: _____

Email: _____ Phone Number: _____ Date: _____

Reason: _____

_____ Initials: _____

* Alternatively, the City/County staff may contact OCFA staff directly, send an email to FrontCounter@ocfa.org or leave a message at (714) 573-6100.

Attachment C - Screening Form (COM)



OCFA Commercial Screening Form (COM)

Commercial Projects, Multi-Family Residential & Tract Developments

Use this form to help determine if an OCFA plan review may be required or not. It is only an indicator, and should not be considered conclusive, as it cannot address all circumstances.

Note: Do not submit this form to OCFA, or ask OCFA staff to sign it as a waiver.

Project Address:	City:	ZIP:
Applicant Name:	Address:	
Email:	Phone #:	
Scope of Work:		

Instructions: If you checked "Yes" to any of the typical reasons requiring an OCFA Plan Review listed below, please submit plans online to OCFA at publicservices.ocfa.org. For questions, call the OCFA Tech Line at (714) 573-6108.

	Yes	No	Project Scope	Plan
1.			Alarms: <input type="checkbox"/> New installation or Modification of Alarm systems	PR 5xx
2.			Commercial Cooking Hood - Type 1 (check all that apply): <input type="checkbox"/> Installation or modification of fire extinguishing system located in a commercial cooking hood; <input type="checkbox"/> changing/moving appliances under Type 1 Commercial cooking hood	PR 335
3.			Construction - Structures (check all that apply): <input type="checkbox"/> New Building/Structure; <input type="checkbox"/> New Story; <input type="checkbox"/> Increase Footprint of Existing Building/Structure	PR 145
4.			Construction - Perimeter (Check all that apply): Add, relocate or modify: <input type="checkbox"/> Curbs; <input type="checkbox"/> Gates/Fences; <input type="checkbox"/> Parking; <input type="checkbox"/> Roadway/Drive Aisles; <input type="checkbox"/> Curbs	PR 145
5.			Delayed Egress: Installation/modification of locks delaying or preventing occupants from leaving a space, or requiring a use of card, button or similar action to open a door <u>in the direction of exit travel</u>	PR 2xx
6.			Location - Fire Risk Area (Check all that apply): <input type="checkbox"/> Mapped Fire Hazard Severity Zone; <input type="checkbox"/> Near/adjacent to Wildland or Wildfire Risk Area	PR 145
7.			Location - Low Water Area: <input type="checkbox"/> Midway City or <input type="checkbox"/> Other known low water areas	PR 145
8.			Location - Methane (check all that apply): <input type="checkbox"/> In Cal Gem/DOGGR boundary; <input type="checkbox"/> within 300 ft of active/proposed oil well or oil/gas seep; <input type="checkbox"/> Within 1000ft of landfill	PR 17x
9.			Special Equipment/Systems (check all that apply): Installation, Modification or Use of: <input type="checkbox"/> Spray Booths; <input type="checkbox"/> Dust Collection; <input type="checkbox"/> Dry Cleaning; <input type="checkbox"/> Industrial Oven/Drying Equipment; <input type="checkbox"/> Industrial/Commercial Refrigeration System; <input type="checkbox"/> Vapor Recovery; <input type="checkbox"/> Smoke Control	PR 3xx
10.			Special Systems/Processes with Combustible Gas/Liquid/Materials (check all that apply): Installation, Modification or Use of: <input type="checkbox"/> Compressed <u>Gases</u> ; <input type="checkbox"/> Tanks for Cryogenic or Flammable /Combustible Liquids; <input type="checkbox"/> Battery Back-Up/Charging Systems (> 50 gal. Electrolyte, or 1000 lb. Lithium Ion); <input type="checkbox"/> Welding /Brazeing or Soldering; <input type="checkbox"/> Open Flame Torches; <input type="checkbox"/> Cutting/Grinding; <input type="checkbox"/> Similar Operation	PR 3xx & Chem Class

Attachment C - Continued

11.		Storage - Merchandizing: Area > 500sf with items located higher than 12' (6' for high-hazard commodities, such as plastic, rubber, foam, etc.)	PR 330
12.		Storage - Use/Research with Flammable/Combustible Liquids or Chemicals: <input type="checkbox"/> Motor vehicles/aircraft maintenance/repair; <input type="checkbox"/> Cabinetry /woodworking / finishing facility; (Note: provide Chem Class + floor plan/Architectural for H occupancy; Special Equipment plan may be needed)	PR 2xx & Chem Class
13.		Use - Size & Gathering Type (Check all that apply): In room > 750 sf (> 1000 sf for training/ adult education), or > 49 people for: <input type="checkbox"/> Drinking/Dining <input type="checkbox"/> <u>Recreation:</u> <input type="checkbox"/> Meeting; <input type="checkbox"/> Training; <input type="checkbox"/> Religious function; <input type="checkbox"/> Other gatherings	PR 2xx
14.		Use - Healthcare/Outpatient Services: For > 5 people, who may not be able to immediately evacuate without assistance	PR 2xx
15.		Use - Education/Minors: For children (academic tutoring for age 5+ exempt unless classified as "E" Occupancy by Building Official)	PR 2xx
16.		Use - Special Occupants (check all that apply): <input type="checkbox"/> Adult /Child Daycare; <input type="checkbox"/> 24-hr Care/ Supervision; <input type="checkbox"/> Incarceration or Restraint	PR 2xx
17.		Use - Congregate Housing/Dormitories: For 17 + people	PR 2xx
18.		Use - High Rise: Hi-Rise structures (55+ ft to highest occupied floor)	PR 2xx
19.		Water - Hydrants: Add, relocate, or modify fire hydrants	PR 470
20.		Water - Underground: Install, modify or repair Underground, Backflow Preventers, Fire Dept. Connection for private fire hydrant/ sprinkler/standpipe systems	PR 470
21.		Water - Sprinklers: New installation or Modification of Existing Sprinkler system	PR 4xx

** Note: Listed Fee Codes are probable starting points*

Applicant Certification

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

Print Name: _____ **Signature:** _____

Phone #: _____ **Email:** _____ **Date:** _____

Attention: Building Department

If you want OCFA to review this project for any reason, regardless of Screening Form information, please initial and complete the following (customers must upload when submitting plans online):

City (or County) Staff Contact Name: _____ **Title:** _____

Email: _____ **Phone Number:** _____ **Date:** _____

Reason: _____

_____ **Initials:** _____

* Alternatively, City and County staff may contact OCFA staff directly, send an email to FrontCounter@ocfa.org or leave a message at (714) 573-6100.

Attachment D - Unenclosed Accessory Structure Form



ORANGE COUNTY FIRE AUTHORITY **Unenclosed Accessory Structure Approval Form**

Submit this form for each Patio Cover, Deck, Gazebo, Arbor, Trellis and other similar structures, open on at least 3 sides, when submitting an Unenclosed Accessory Structure plan to OCFA (Fee Code PR 182).

Applicant Information			
Name:			
Phone:		Email:	
Address:		City:	State: ZIP:

Project Information			
Address:	City:	Tract #:	Lot #:

Structure Type: _____ Site Plan Label: _____

How This Form is Used:

- OCFA only reviews the location of the structure on the site plan, and the associated fire risk of that address / location. OCFA does not review building materials or designs.
- OCFA will assign 1 of 5 possible risk categories on this form, which Building Departments then use to provide customers with a list of acceptable building materials for that risk category.

Submittal Requirements:

- Provide a scaled drawing of the property boundaries, that includes all existing and proposed structures, labeled.
- Submit one form per Unenclosed Accessory Structure.
- Multiple Unenclosed Accessory Structures on the same property can be submitted on the same plan, but they must be labeled and fees will be assessed for each one.
- Plans submitted to OCFA must match the plans submitted to the Building Department.

OCFA Use Only

- ☐ 1. **Structure within VHFHSZ / SRA Moderate-High.** Construction materials shall be designed in accordance with CBC Chapter 7A / Residential Code 337.
- ☐ 2. **Structure within Ember Zone 2.** Construction shall be designed in accordance with the City adopted ordinance.
- ☐ 3. **A "Fire Protection Plan" requires a specific construction design.** The design shall meet the following code sections from CBC Chapter 7A / Residential Code 337.

Code Sections: _____

- ☐ 4. **Non-combustible construction materials required.** Structure proposed within a fuel modification zone.
- ☐ 5. **No requirements from CBC Chapter 7A / Residential Code 337.**