



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 in the direction of exit travel	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 Gases; <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 /Brazing or Soldering; <input type="checkbox"/> Open Flame Torches; <input type="checkbox"/> Cutting/Grinding; <input type="checkbox"/> Similar Operation	PR 3xx & Chem Class

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"/> Recreation; <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.