



# ORANGE COUNTY FIRE AUTHORITY

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**From:** Office of the Fire Marshal — Community Risk Reduction Department 

**To:** Partner Cities and Community Members

**Subject:** Update to Fire Prevention Fee Schedule and Plan Review Billing Process

To our partner cities and community members,

The Orange County Fire Authority's Community Risk Reduction Department is sharing two administrative updates related to fire prevention fees and plan review billing.

## UPDATED FIRE PREVENTION FEE SCHEDULE

On June 25, 2026, the OCFA Board of Directors approved an updated Fire Prevention Fee Schedule for plan review, inspections, permits, and related services. The update took effect immediately.

The update applies a 0.17 percent cost recovery adjustment to the Community Risk Reduction fee schedule. This adjustment is intended to keep the fee schedule aligned with the cost of providing fire prevention services, including plan review, inspections, permits, and code enforcement.

## RETURN TO PLAN REVIEW FEE COLLECTION AT SUBMITTAL

Now that the new Orion Records Management System (Orion) is fully operational, the OCFA is returning to the standard practice of collecting plan review fees at the time of application submittal.

When Orion launched in 2023, OCFA temporarily delayed plan review fee collection until staff confirmed that submittals were complete. This helped customers adjust to the new digital process and reduced the possibility of applying fees for incomplete plan review submissions.

With Orion now in place for more than three years, our data shows that applicants are consistently submitting complete plan review applications.

Effective August 1, 2026, Orion plan review application fees must be paid at time of submittal and before they enter the OCFA plan review queue.

This change reduces processing steps and supports more efficient service for applicants, partner agencies, and OCFA staff.

In closing, OCFA remains committed to continuing to improve our Orion system, supporting efficient service delivery, and providing a clear and consistent customer experience for our partner cities, agencies, applicants, and community members.

We appreciate your continued partnership, patience, and feedback as we continue to refine this process and strengthen the services we provide to our partner agencies.

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