



Planning & Building Agency
Building Safety Division
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INFORMATION REQUIRED FOR MECHANICAL PLAN CHECK

A. APPLICABLE BUILDING STANDARDS

MEC-01 CMC 2022

Applicable Building Standards

2022 California Building Code (CBC)	2022 California Electrical Code (CEC)
2022 California Green Building Standards (CAL Green)	2022 California Mechanical Code (CMC)
2022 California Plumbing Code (CPC)	2022 California Fire Code (CFC)
Santa Ana Municipal Code (SANC)	California Energy Code (Title 24, Part 6)

B. PLAN CHECK REQUIRED

Following are examples of mechanical installations that shall require plan check unless a specific exception is allowed by the inspection or plan check staff, or overall mechanical permit fees exceeds \$250.00 (that plan check threshold does not include issuance fees). Please note additional fees may apply once plan check has been completed.

- 1. All fire-rated exit systems shall require mechanical plan check.**
2. All “product conveying” systems i.e.: sawdust collection systems, smoke evacuation systems, halon exhaust, etc.
3. All Type I Hoods will require plan check.
4. Some industrial Type II Hoods may require plan check – to be determined by the office staff or field inspection staff.
5. Structural Plan Review for Mechanical Equipment Change-out(s):
 - a. Each replacement unit weighing 200 lbs. or less, requiring no structural alterations, will not require a structural plan check review.
 - b. Replacement units weighing between 200 lbs. and 400 lbs. if no structural alterations are being performed shall require a letter on business letterhead from an appropriately licensed contractor certifying the weight of each unit to be removed and the weight of each respective replacement unit. The contractor must also certify that structural elements supporting each unit are sound.
 - c. Replacement units weighing 400 lbs. or more requires structural engineering calculations and drawings prepared by a California registered civil engineer or licensed architect.
6. Any additions/alterations that increase the heating/cooling energy consumption of the structure requiring compliance with Title 24, Part 6 Building Energy Efficiency Standards. In addition to a plan check, an energy report and the Santa Ana Title 24 Independent Review Form will need to be submitted for City approval.
7. Gas fired-steam or hot water boiler installations.
8. Industrial appliances such as kilns, furnaces, thermo-oxidizers, incinerators, and other unclassified electric or gas fired equipment.
9. All new work at the MAIN PLACE MALL requires a plan check.
10. All spray booths
11. All fire dampers. See item D below for possible exceptions.
12. All Cannabis projects regardless of size

C. NEW BUILDINGS, TENANT IMPROVEMENTS, ADDITIONS, ETC.

Mechanical plan check will not be required for a maximum of two additions and/or alterations of heating/ventilation/air conditioning system ductwork and/or the replacement of a maximum of two HVAC units provided the individual equipment capacity is not greater than 5 tons or 2,000 cubic feet/minute (CFM) and does not increase the energy consumption of the structure.

However, the following information shall be provided by the applicant at the job site at the time of the first mechanical inspection:

1. Two (2) sets of mechanical plans. One set for the inspector and one set to be kept at the job site.
2. Manufacturer's installation instructions for each piece of equipment.
3. California Energy Commission certification data for each piece of equipment.
4. Manufacturer's installation instructions for fire dampers.

D. MULTI-STORY BUILDINGS

A plan check will not be required for work in multi-story office buildings when tenant improvement involves not more than five Variable Air Volume (VAV) boxes. Nor will plan check be required for not more than two fire dampers directly related to this work.

However, the following information shall be provided by the applicant at the job site at the time of the first mechanical inspection:

1. Two (2) sets of mechanical plans. One set to be retained by the inspector, and one set to be kept at the job site.
2. Manufacturer's installation instructions for each piece of equipment.
3. California Energy Commission certification data for each piece of equipment.
4. Manufacturer's installation instructions for fire dampers.

Note: All fire-rated exit systems shall require mechanical plan check.

E. SINGLE AND MULTIPLE FAMILY DWELLINGS

Mechanical plan check will not be required for single family residential. Exception: Multiple single family residential developments will require plan check. (Three or more SFD or units)

New multi-family buildings require plan check, and alterations to existing multi-family buildings will require plan check if the permit subtotal exceeds \$250.00.

F. CITY OWNED PROJECTS

Three sets of mechanical plans.

Nothing herein shall prevent an inspector from requiring a submission of plans for plan check, when it is the opinion of the inspector, exceptional or other circumstances make plan check necessary.

To help you determine if your project can be submitted directly to OCFA or if it requires submittal at the Santa Ana Permit and Plan Check Counter please see the OCFA permit routing matrix or contact a Permit Technician.