



IMPORTANT NOTICE REGARDING OCFA AND FIRE PLAN CHECK SUBMITTALS



**EFFECTIVE APRIL 20th, 2012, ALL NEW APPLICATIONS FOR
SUBMITTAL TO OCFA**

APPROVAL WILL REQUIRE THE FOLLOWING:

1. A **SEPARATE CHECK PAYABLE TO OCFA** FOR ALL PLAN REVIEW & INSPECTION FEES (ALL FEES PAYABLE AT TIME OF SUBMITTAL).
2. (2) HARD COPIES AND **(1) ELECTRONIC COPY** OF THE PLANS MUST ACCOMPANY THE ORIGINAL SUBMITTAL (ELECTRONIC COPY MUST BE IN **.PDF FORMAT**, AND MAY BE SUBMITTED ON A CD, DVD, MEMORY STICK OR SENT VIA EMAIL TO:

electronicplansubmittal@ocfa.org

EMAIL COPIES MUST BE NAMED WITH THE SR#

****FOR FILES LARGER THAN 10MB PLEASE CONTACT OCFA DIRECTLY**
PLANS WILL NOT BE PROCESSED & ASSIGNED UNTIL AN ELECTRONIC
COPY HAS BEEN RECEIVED!!**