

Planning and Building Agency  
Planning Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-20)  
Santa Ana, CA 92702  
(714) 647-5804  
www.santa-ana.org

## DEVELOPMENT PROJECT General Information

To request a submittal appointment for Development Project review, please visit <http://santa-ana.org/pba/planning/> . Submittals are accepted by appointment only once a case planner has been assigned.

### I. Site Plan Review

Development project review is the process by which City agencies with development review authority review development project submittals and identify the requirements and conditions of approval for a development project. Issues identified in Site Plan Review are resolved before plan check or a Planning Commission hearing date.

### II. Submittal Pre-Screening

It is highly recommend that a planner conduct a pre-submittal screening of a project or application before the project is officially submitted for Development Project review. For further information, please visit the first-floor Planning counter or call (714) 647-5804.

### III. Making a Submittal

Applications for Development Project review are only accepted by appointment once a project has been assigned to a case planner. Walk-in submittals are not accepted. To request a case planner assignment, please visit <http://santa-ana.org/pba/planning/> . A case planner will be assigned to the project; the assigned case planner will then call the project's contact person to set an appointment to review and, if the submittal package is complete, accept the submittal. All items on the checklist must be provided before the package will be accepted by the planner and deemed complete. **The deadline for submittals is any Monday by 12:00 p.m./noon. In the event of a Monday holiday, the submittal deadline will fall on the following day. Please contact the Planning Division at (714) 647-5804 for further information.**

### IV. After Submittal

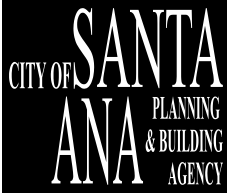
After a project has been submitted to a case planner, the Planning Division will forward copies of the plans to the appropriate City agencies. The assigned case planner will function as project manager within the City to facilitate discussions and issue resolutions as necessary. Since there are usually several projects to review by a given deadline, the **agencies complete the reviews in the order received**. At the end of this period, the City's Development Review Committee (DRC) meets and internally discusses each of the projects and resolves any outstanding issues. Following the DRC's discussion of the project, the assigned case planner will mail the project's contact person a comment packet indicating the requirements and conditions of approval for the project.

### V. After Receiving Comments

After receiving conditions and requirements provided by the City for the project, please contact the assigned case planner to discuss the project or any issues that may require further explanation. The case planner can help facilitate any meeting(s) between the applicant and other City agencies that might have outstanding issues. The City's goal is to provide a clear understanding of project issues in a timely manner. Following the comments, plans may need to be revised to address the issues identified by the City. Depending upon the complexity of the issues, it may be necessary to resubmit the project for another review to resolve project issues.

### VI. Development Project Review Completion

Once all Site Plan Review issues have been resolved and the plans have been stamped by the City's Development Review Committee, the project may proceed into Building Safety Division plan check. If a discretionary action is required for the project, Planning Commission and City Council approvals are required prior to Building Safety Division plan check.



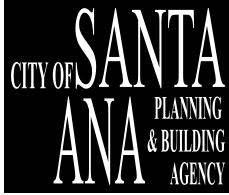
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## DEVELOPMENT PROJECT SUBMITTAL CHECKLIST

The following are the submittal items necessary for Development Project Review. In order for a project to be deemed complete, the assigned case planner will review submittals against this checklist. Incomplete submittal packages will not be accepted. Please contact the Planning Division should you have any questions regarding the submittal requirements or the information needed.

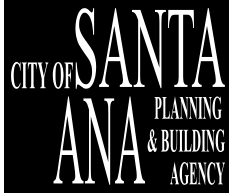
- A.  **Required forms.** Six (6) copies of each of the following:
  - Submittal Affidavit**
  - Project Description form**
  - General Data form**
  - Existing Conditions form**
  
- B.  **Title Report** (6 copies, six months or newer) showing all recorded easements, an assessor's map and site constraints.
  
- C.  **Grant Deed** (6 copies, indicating the current owner of record signing the Submittal Affidavit) for all properties part of the project submittal.
  
- D.  **Digital plans, applications, materials, and site photographs** - Three (3) USB flash-drives containing all items on this checklist.
  
- E.  **Colored elevations, materials, and color board** of the proposed project.
  
- F.  **Additional forms or reference materials**, if applicable (please discuss with your case planner for more information):
  - Supplementary Project Description if within the Transit Zoning Code (SD-84) or Harbor Mixed Use Transit Corridor Specific Plan (SP-2)
  - Housing Opportunity Housing Plan, agreement, and other materials pursuant to Santa Ana Municipal Code Section 41-1900 et al.
  - Sunshine Ordinance pursuant to Santa Ana Municipal Code Section 2-151 et al.
  
- G.  **Orange County Fire Authority** applicable plan submittal criteria form (COM-commercial or SFR-residential). If "yes" box checked, complete OCFA Planning and Development Service Request form, available from Planning Division staff.
  
- H.  **Submittal Fees.**

Development Project Review Base Fee	_____
Additional Square Footage	_____
Sub-total	_____
Environmental Review	_____
<b>TOTAL</b>	_____
  
- I.  **Six (6) complete and fully dimensioned sets of stapled and folded plans (min. 24" by 36")**. Each set of plans is to include a site plan, floor plan(s), elevations, and a colored landscape plan with the items detailed on the following page.



## DEVELOPMENT PROJECT SUBMITTAL CHECKLIST

1.  North Arrow and Site Plan Scale (not to be smaller than one inch=40 feet, engineering scale only).
2.  Legend of Project Data including:
  - Project Address.*
  - Assessor's Parcel Number.*
  - Applicant (contact) Name and Telephone.*
  - General Plan land use designation, allowed floor area ratio or density and current zoning district.*
  - Total lot size in square footage and acres (existing and proposed).*
  - Proposed use and floor area of each building on-site.*
  - A complete tabulation of required on-site parking based on the code requirement for each use by gross floor area.*
  - For residential projects, residential unit type and mix including the number of bedrooms per unit. If applicable pursuant to the Housing Opportunity Ordinance, show location of proposed affordable housing units.*
  - The total number of existing and proposed parking spaces including a breakdown of handicapped accessible spaces per building.*
  - The "occupancy type," building code "yards," fire sprinklers for floor area increases, and "type of construction" of all existing and proposed buildings.*
  - The exterior wall and roof materials for all existing and proposed buildings.*
  - Identify each building to be sprinkled or non-sprinkled.*
3.  Include and correctly dimension all perimeter and interior property lines and indicate which lines will be removed or created and by what instrument.
4.  Depict the location and dimensions of all existing and proposed easements and all property to be dedicated to the City for street or other purposes.
5.  Dimension all existing and proposed buildings on the site and depict the footprint and square footage of all structures to be demolished or removed.
6.  Include and dimension all existing and proposed landscape and building setbacks.
7.  Show and fully dimension all landscape areas, loading zones, drop-off areas, trash enclosures, and the location of all existing and proposed utility meters and services including transformers.
8.  Show the height, location, and construction type of all existing and proposed fences or walls.
9.  Fully dimension the proposed disabled access routes of travel, pedestrian walkways, parking lot, drive aisles, and parking stalls.
10.  Dimension and label all abutting streets and alleyways (from street/alley centerline to curb, centerline to property line, and curb to property line) as well as the location of all driveways, streets and alleys intersecting into abutting streets and alleys.
11.  Show all existing improvements in the public right-of-way abutting the project including driveways, sidewalks, street trees, water meters, utility boxes, fire hydrants, street lights, traffic control devices, public transportation stops, etc.
12.  Show and label all public fire hydrants within 300 feet of the project site if the building footprint will change or there is a new structure.
13.  Label and clearly depict all existing and proposed on-site hydrants along with existing and proposed Fire Department access lanes (fire lanes) if the building footprint will change or a new building is proposed.
14.  Provide the distance between the project and all buildings within 100 feet of the site and label their type of construction, size, use, height, and roof construction if existing building size changes or a new building is proposed.



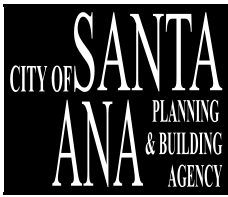
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## DEVELOPMENT PROJECT Criteria for Submittal

### "Projects" requiring Development Project Review

- A. New buildings.
- B. Expansion of an existing building by 2,500 square feet or more, or with a project value of \$50,000 or more – except as noted on item II.
- C. Tenant improvements involving an intensification of use.
- D. Service station construction or reconstruction, excluding alterations including facade improvements and underground tank replacement and environmental clean-up work.
- E. Any project that requires a discretionary action before the City's Zoning Administrator, Planning Commission, or City Council.
- F. All wireless communication monopoles.
- G. Lot Line Adjustments.
- H. Major exterior modifications to a historical structure.
- I. All multi-family residential, whether attached or detached units when total number of units on the site exceeds two.

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## SUBMITTAL AFFIDAVIT

**This application is for:**

- Amendment Application
- Appeal/Planning Commission
- Appeal/Planning Manager
- Appeal/Zoning Administrator
- C-3 Parking Waiver
- Certificate of Compliance
- Conceptual Review
- Conditional Use Permit
- Development Agreement
- Environmental Review
- General Plan Amendment
- Historic Demolition
- Historic Project Review
- Land Use Certificate
- Lot Line Adjustment
- Metro East Site Plan Review
- Minor Exception
- Neighborhood Project Review
- Parcel Map
- Planning Commission Site Plan Review
- Residential Relocation
- Development Project Review
- Specific Plan
- Tract Map
- Variance
- Zoning Ordinance Amendment
- Other \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

I, as current legal owner of the property identified above and in the attached application(s), acknowledge the submittal of the above application(s). I certify that the information contained in the application package is true and correct to the best of my knowledge.

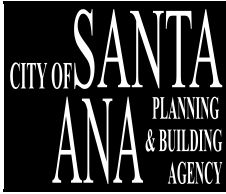
Recorded Property Owner  
 or Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** An original signature is required on this form as part of the application. An agent for the property owner may sign the application provided that a signed original letter of authorization from the property owner accompanies this affidavit.



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## GENERAL DATA

### I. Property Information

Project Address: \_\_\_\_\_

Assessor's Parcel Number(s) (APN No.): \_\_\_\_\_

Legal Description (Lot and Tract Number(s)): \_\_\_\_\_

Existing General Plan Designation and Density/Floor Area Ratio: \_\_\_\_\_

Existing Zoning Designation: \_\_\_\_\_

Property Acreage: \_\_\_\_\_

### II. Project Information

Project (or Business) Name: \_\_\_\_\_

Non-residential use(s): Proposed Commercial Square Footage: \_\_\_\_\_

Proposed Office Square Footage: \_\_\_\_\_

Proposed Industrial Square Footage: \_\_\_\_\_

Residential Uses: Single Family Units: \_\_\_\_\_ Density: \_\_\_\_\_

Duplex Units: \_\_\_\_\_ Density: \_\_\_\_\_

Multiple Family Units: \_\_\_\_\_ Density: \_\_\_\_\_

Parking Spaces: Required: \_\_\_\_\_ Proposed: \_\_\_\_\_

### III. Applicant/Developer Information

Applicant/Developer Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

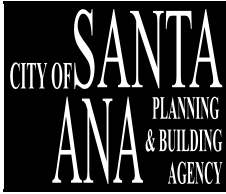
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person (please print): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_



**IV. Property Owner Information**

Recorded Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person (please print): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

**V. Architect/Designer/Engineer Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person (please print): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

**VI. Proposed Tenant Information**

Proposed Tenant: \_\_\_\_\_

Contact Person (please print): \_\_\_\_\_

Telephone: \_\_\_\_\_

**VII. Primary Contact for Project (if different from applicant)**

Contact Person (please print): \_\_\_\_\_

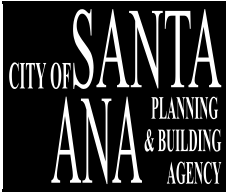
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

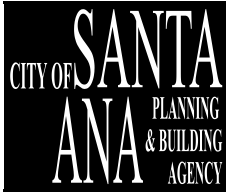


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## PROJECT DESCRIPTION

- I. Provide a detailed description of the proposed project:
- II. Provide the lot size and square footage of all buildings:
- III. Describe what type of hazardous materials – if any – will be stored on the site:
- IV. Describe the size, height, and proposed use of each building:
- V. Describe the project floor area ratio or density:
- VI. Provide the total number of required and proposed on-site parking spaces for the project and describe site access location points:

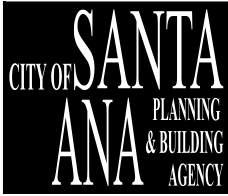




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## PROJECT DESCRIPTION

- VII. Are any off-site parking spaces proposed? If yes, please describe the number and location:**
- VIII. Describe the project phasing:**
- IX. Describe grading operations and the amount (cubic feet) of soil to be moved, if applicable:**
- X. Describe the nature of any trees and landscaping to be removed:**
- XI. Describe the operational characteristics of the project (proposed hours of operation, proposed type of ABC license, and unique characteristics of the proposed use):**
- XII. Other pertinent information about the project:**



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## EXISTING CONDITIONS

**I. Describe all previous uses or activities on the site:** \_\_\_\_\_

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**II. Describe all existing structures on the site in terms of their use, year constructed, construction type, height, density, and square footage:** \_\_\_\_\_

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**III. Describe the project site as it presently exists before the project in terms of:**

- Site topography: \_\_\_\_\_

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- Plant life (existing trees or buffers): \_\_\_\_\_

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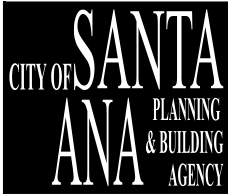
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## EXISTING CONDITIONS

- Soil conditions (liquefaction, contamination, underground tanks): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Historic or cultural resources: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### IV. Describe the land use and size of surrounding properties:

North: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

South: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

East: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

West: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# ORANGE COUNTY FIRE AUTHORITY

## Plan Submittal Criteria for SINGLE FAMILY RESIDENCES/DUPLEXES (use *Commercial* form for residential tracts or lots with 3+ dwelling units)

# SFR

**INSTRUCTIONS:** Fill in the home’s address and provide a brief description of the project including existing area, area after construction is complete, and number of stories (“new 2-story, 4,000 sqft home”; “1-story 1,200 sqft addition”; “300 sqft remodel in 1,500 sqft home”; etc.). Answer questions 1 through 11, then complete and sign the certification section. If you answer “YES” to questions 1 through 9, submit a residential site plan to the OCFA; a “YES” to question 10 requires submittal of a sprinkler plan; see www.ocfa.org for submittal information and locations. In some cases, other plan types identified in italics may also be necessary depending on specific site conditions. If you need help completing this form or have questions regarding requirements for review, please contact the OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

**Address** (street number/name, city): \_\_\_\_\_

**Project Description** (incl. area/stories): \_\_\_\_\_

**YES NO Are the following applicable to the proposed project or business?**

1.   Will the *total* square footage of any structure on the property be >3,600 sq.ft., including the area of all enclosed spaces, such as garages, closets, and stairs, and detached structures separated by less than 10’?
2.   Is the most remote portion of the structure or addition/modification >140’ from the street (or >290’ to the main entry for sprinklered structures)? Measure along an unobstructed, walkable path around the outside of the structure starting at the curb on the street in front of the property. *Sprinkler plan may also be required.*
3.   Is the property on the perimeter of a community containing or adjacent to slopes and hills, adjacent to an open space or wildland area containing non-irrigated vegetation, or found on the property fuel modification zone interface address list held at the Building Department? *Fuel modification plan may also be required.*
4.   Does the street providing access to the property have a grade >10% (10’ of elevation change for each 100’ of horizontal distance)? *Sprinkler plan will also be required.*
5.   Is the property located in the dead-end “bulb” portion of a cul-de-sac street with a radius <38’ or containing a center island? *Sprinkler plan may also be required.*
6.   Are you installing a gate across a driveway or road that is designated as a fire department access roadway or one that serves more than a single home/duplex?
7.   Is the nearest fire hydrant >250’ from the property line as measured along the street providing access to the property?
8.   Is the property located in any of the following neighborhoods: Midway City; Lemon Heights/Cowan Heights; Orange Park Acres; the unincorporated canyon areas accessed from Santiago Canyon Road; “The Ranch” near San Juan Capistrano? *Fuel modification and sprinkler plans may also be required.*
9.   Is the project located in or <100’ from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary or well (active or abandoned), <300’ from an oil or gas seep, or <1000’ from a landfill? *A methane investigation submittal is required. (For projects in Yorba Linda, this requirement only applies to a new home; enclosed, detached accessory structures; or 1000+ sq. ft. additions to existing structures.) To determine if a property is located near wells or an oil field, consult the oil and gas field maps available on the California Department of Conservation’s DOGGR website or contact DOGGR at 714-816-6847.*
10.   Is this a new residence? A new accessory building (detached garage, workshop, etc.) that exceeds the *commercial* sprinkler area threshold per local ordinance? An addition or remodel requiring a sprinkler retrofit per local ordinance? An addition to a currently sprinklered building? Existing sprinklered buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, plans shall be submitted and approved prior to concealing interior construction.
11.   Is this site located in a Fire Hazard Severity Zone? Consult the maps available at the building department or on the OCFA website to determine if your site is located in a FHSZ. If so, place a note on any plans submitted to the building department or OCFA, if required\*, stating “Project is located in a FHSZ. Buildings may be subject to special construction features detailed in CRC R327, as reviewed and inspected by the building department.” *\*Answering “YES” to question 11 does not require submittal of plans to the OCFA; submittal is required only if answering “YES” to one or more of questions 1 though 10 above.*

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

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Department:** *If all of the questions have been answered “NO”, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by the OCFA please initial here \_\_\_\_\_ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.*



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## ORANGE COUNTY FIRE AUTHORITY

### Plan Submittal Criteria for COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

**INSTRUCTIONS:** Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place. Answer questions 1 through 8, read and initial item 9, then complete and sign the certification section. If you answer “YES” to *any part* of question 1 through 8, submit the type of plan indicated in italics to the OCFA (see www.ocfa.org for submittal information and locations). In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations. If you need help completing this form or have questions regarding requirements for review, please contact the OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

**Address** (street number & name, suite, city): \_\_\_\_\_

**Project Scope/Business Description:** \_\_\_\_\_

- |    | YES                      | NO                       |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? <i>Fire Master Plan (PR145)</i>   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? <i>Underground Plan. (PR470, PR475)</i>  |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Drinking/dining/recreation/religious functions or other gatherings in a room >750 sq.ft. or >49 people? Healthcare or outpatient services for >5 people who may be unable to immediately evacuate without assistance? 24-hour care or supervision? Incarceration or restraint? Hotel, apartment, or residential facility with 3+ units and 4+ stories, or podium/wrap construction? Congregate housing/dormitories with 4+ stories and 17+ people? High-rise structure (55+ feet to highest occupied floor level)? <i>Architectural Plan (PR200-PR285)</i> |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Installation/modification of locks delaying or preventing occupants from <u>leaving</u> a space or requiring use of a card, button, or similar action to open a door <u>in the direction of exit travel</u> ? <i>Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)</i>   |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (>50 gal. electrolyte, >1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? <i>Special Equipment Plan (PR315, PR340-PR382)</i>  |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? <i>Chem Class &amp; floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)</i>   |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? <i>High-piled Storage Plan (PR330)</i>  |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? <i>Hood &amp; Duct Extinguishing System, not just the hood mechanical plan. (PR335)</i>  |

**Initial that you have read and understand the following statement:**

9. \*Sprinkler/Alarm Requirements: Consult California Building and Fire Codes and local ordinances (see the local ordinance for buildings constructed prior to Jan. 1, 1946) to determine sprinkler or alarm system requirements; if a system is required, plans shall be submitted to OCFA. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, the licensed contractor shall submit plans for approval prior to making modifications. (Initial here: \_\_\_\_\_)

**Building Department:** *If all of the questions have been answered accurately as “NO” and the project does not otherwise require OCFA review of sprinkler or alarm plans\*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by the OCFA please initial here \_\_\_\_\_ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.*

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

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_