

City of Vista Fire Department

Prevention Bureau

200 Civic Center Drive, Vista CA 92084

Guideline:

Fire Department Plan Review



Date: May 2012

Fire Department Plan Review

PURPOSE

It is the intent of this guideline to provide direction for submitting plans to the Fire Department for review to ensure that applicable codes, ordinances and standards are being followed, and to prevent unnecessary hazards. Plans are submitted at the Development Service counter (Permit Center) in the Civic Center at 200 Civic Center Drive. There, all your plan check needs can be met at one location. The Vista Fire Department has a goal to turn around all plans submitted within ten working days.

SCOPE

Vista Fire Department plan review and approval is required for all new building construction and building addition, remodel or relocation. In addition the Fire Department reviews all plans for fire access roads, fire hydrant installations and fire protection systems.

Building and grading plans submitted to the Vista Building Department for plan check will be routed to the Fire Department for plan review. Separate submittal will not be required.

Building and grading plans submitted to the County of San Diego Department of Planning and Land Use (DPLU) will require Fire Department review and approval. You will be directed by DPLU to submit two (2) sets of approved (stamped) plans to the Fire Department for plan review prior to building permit issuance. Plans are submitted at the Development Services counter.

Please Note:

It is strongly recommended that construction plans for projects located in the Vista Fire Protection District be submitted to the Fire Department for a *preliminary review* prior to submittal to DPLU. A *preliminary review* will provide site specific fire safety requirements for your project that may be required to be added to your plans. You may also wish to consult with the Fire Plans Examiner during the planning phase of your project so as to better include fire and life safety elements in the design.

Plans that are submitted directly to the Fire Department for review and approval include: fire sprinklers; fire protection underground water supply systems; fire alarms; engineered fire systems; high pile storage; and hazardous materials. Plans are submitted at the Development Services counter.

SUBMITTAL REQUIREMENTS

All plan submittals shall include a completed plan review application. Application forms can be found on the Fire Department web site.

Building plans submitted to the **City** Building Department will be routed to the Fire Department. No additional submittals will be required. Fire plan review fees will be added to the building permit fee.

For projects reviewed by the Department of Planning and Land Use (DPLU), three copies shall be provided; two original stamped and approved sets and a duplicate copy that will be retained by the Fire Department. Plan review fees are due at time of submittal. Along with the building plans you must provide County form DPLU #308 : *San Diego County Fire Mitigation Fees*. (Form not required for *preliminary reviews* or grading plans)

For fire protection systems, high pile storage and hazardous materials plan checks submit three complete sets of plans, specifications and related documentation. Approved plans for fire protection systems will be issued a Job Inspection Card which will be a record of required fire inspections for the work to be performed. Job cards shall be maintained on site and available during inspections.