



CITY OF ONTARIO

MEMORANDUM

TO: Fire Plan Check Applicants

FROM: Deputy Chief A. B. Andres, Fire Marshal

DATE: April 7, 2016

SUBJECT: “Over-the-Counter” Plan Check and “Inspection-Only” Permits

In order to provide more efficient and faster customer service, the Fire Department will provide for certain plan checks to be done over the counter or will issue certain permits without requiring a plan check. Please note below.

Over the Counter Plan Check

These plans will be reviewed over the counter by appointment only. Appointments can be made by calling the Fire Permit Counter at (909) 395-2562 at least 48 hours in advance. Appointments with the plan checkers are made based on availability. The types of plans include:

- Site plan reviews for public (State regulated) school projects: A minimum of two (2) sets of plans, with all fire access lanes and fire hydrants marked, and DSA signature block on plans. A current (no more than 12 mos. old) official water-flow test from the water purveyor is required, showing the availability of fire flow within the nearest vicinity of the project. (This requirement may be waived for re-locatable or non-occupied accessory structures only.)

Inspection Only Permits

Permits will be issued at the Fire Permit Counter by submitting the required information (no full size plans are required.) The types of permits include:

- Cellular communicator upgrades for existing fire alarm systems: If the scope of work entails ONLY the installation of a cellular communicator, the applicant may submit a completed application, manufacturer’s information (“cut-sheets”) CSFM listing information sheets, and any other pertinent info, to obtain a permit. The cellular communicator must be completely stand-alone (have its own batteries) and shall not draw any current from the Fire Alarm Control Unit.