

**CITY OF FOUNTAIN VALLEY BUILDING DIVISION  
PLAN REVIEW SUBMITTAL CRITERIA CHECKLIST**

*Complete the following questions as they relate to the project you are proposing.*

**PROJECT ADDRESS:**

<b>CONTACT NAME:</b>	<b>PHONE:</b>
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**A. Planning Department Criteria**

All projects must be routed through the Planning Department.

**B. Fire Department Criteria-Residential**

<b>Yes</b>	<b>No</b>	
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1. Does the total square footage (existing or new), including garage, exceed 3,500 square feet?
2. Will this residence be used as a Residential Care Facility for the Elderly?
3. Is this a new residential structure or development?

**Fire Department Criteria- Commercial**  
*All Tenant Improvements shall be reviewed by the Fire Department.*

1. Does this project involve a building equipped with automatic fire sprinklers, fire alarm, Knox box, or any Fire System equipment?
2. Is this project a restaurant involving commercial cooking?
3. Does this project include changes to the site, location of fire hydrants, or parking striping?
4. Will the new building, addition, or tenant improvement contain one of the following occupancies? This includes: Assembly, Educational, Factory, Hazardous Materials, Institutional, and Multi-family Residential (3 or more units)?
5. Does this project involve the installation of gates that restrict access to any structure?
6. Does this project use CO<sup>2</sup> bulk storage or CO<sup>2</sup> for any application? (i.e. soft drink dispensing, storage, pool cleaning, medical applications, or any other use)

*\*If you answered "YES" to any of the questions in Section B, this project must be routed through the Fire Department.*

**C. Public Works Criteria- Residential and Commercial Projects**

1. Does this project involve new or existing utility connections (water meter, fire protection or domestic -irrigation backflow cross-connection protection & prevention, sewer, gas, etc.) in the City right-of-way?
2. Does this project propose to modify, construct new, or in any other manner alter the City right-of-way including: Drive approach, curb and gutter, sidewalk, street, etc.?
3. Was your project reviewed by the Planning Commission? Please check with the Planning Department if you are unsure.
4. Does this project involve a new pool, spa or shed?
5. Does this project include construction of a new structure or increase the footprint of an existing building? *If yes, this project may be subject to separate Storm Water Pollution Prevention and Construction & Demolition Recycling reviews.*
6. Does this project increase the footprint of the building toward the rear and/or side yard?
7. Does this project include any "non-residential" landscaping components?
8. Is this project a residential subdivision of 10 units or more, this includes: Single family residences, Multi-family residences, Condominiums, Apartments, etc.?
9. Is this project a WQMP Project: If you check yes on any of the items a-g below, we will route your plans to the NPDES Coordinator for WQMP review. WQMP's must be approved prior to issuance of building and grading permits. You will be provided an information sheet on WQMP's. **\*\*Does not include maintenance and rehabilitation where the footprint is unchanged.**
  - a) Add/replacing 5,000 s.f. or more of impervious surface on an already developed site, including patios, driveways, parking and sidewalks.
  - b) New development of 10,000 s.f. or more of impervious surface. All types of development.
  - c) Automotive repair shop.
  - d) Restaurants-5,000 s.f. or more.
  - e) Parking lots-5,000 s.f. or more.
  - f) Streets, Roads, Highways and Freeways-5,000 s.f. or more.
  - g) Retail gasoline outlets-5,000 s.f. or more.
9. If this project is a change in business type, Public Works shall evaluate the need to review proposed improvement plans.

*\*If you answered "YES" to any of the questions in Section C, this project must be routed through the Public Works Department.*

**D. Demolition Criteria**

1. Will there be any type of demolition? If yes, an asbestos survey may be required.

**E. Soils Review Criteria**

1. Is this project a new commercial or residential structure?
2. Is this an addition over 200 square feet?
3. Is a 2<sup>nd</sup> story addition proposed?
4. Is a commercial addition proposed?

*\*If you answered "YES" to any questions in Section E, this project must have either a soils report or a preliminary site review to determine whether a soil report is required or waived. (Addition fees required for soils review or a preliminary site review)*

*\*If you answered "NO" to all of the questions, the Building Division may accept this checklist as the written release.*

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

<b>Date:</b>	<b>Signature:</b>	<b>Print Name:</b>
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