



CITY OF FOUNTAIN VALLEY

BUILDING DIVISION
 10200 Slater Ave
 Fountain Valley, CA 92708
 714 593-4429

PLAN REVIEW SUBMITTAL CRITERIA CHECKLIST

PROJECT ADDRESS:		
CONTACT NAME:		PHONE:
A. Planning Department Criteria		
All projects will be routed through the Planning Department.		
B. Fire Department Criteria- Residential and Commercial (All Tenant Improvements shall be reviewed by the Fire Department.)		
Yes	No	
		1. Is this project a new commercial or residential structure (includes Accessory Dwelling Units)?
		2. 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)
		3. Does this project involve a building equipped with automatic fire sprinklers, fire alarm, Knox box, or any Fire System equipment?
		4. Does this project include changes to the site, location of fire hydrants, or parking striping?
		5. Does this project involve the installation of gates that restrict access to any structure?
		6. Does this project include the installation of a battery storage system or commercial solar energy system?
		7. Is this project a restaurant involving commercial cooking?
		8. Does this project use CO ² bulk storage or CO ² for any application? (i.e. soft drink dispensing, storage, pool cleaning, medical applications, or any other use)
		9. Does this project include the use of warehouse storage that includes pallet racking?
<i>If you answered "YES" to any of the questions in Section B, this project must be routed through the Fire Department for review.</i>		
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? <i>If yes, this project may be subject to separate Storm Water Pollution Prevention and Construction & Demolition Recycling reviews.</i>
		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. <i>(Does not include maintenance and rehabilitation where the footprint is unchanged.)</i> a. <input type="checkbox"/> Add/replacing 5,000 s.f. or more of impervious surface on an already developed site, including patios, driveways, parking and sidewalks. b. <input type="checkbox"/> New development of 10,000 s.f. or more of impervious surface. All types of development. c. <input type="checkbox"/> Automotive repair shop. d. <input type="checkbox"/> Restaurants-5,000 s.f. or more. e. <input type="checkbox"/> Parking lots-5,000 s.f. or more. f. <input type="checkbox"/> Streets, Roads, Highways and Freeways-5,000 s.f. or more. g. <input type="checkbox"/> Retail gasoline outlets-5,000 s.f. or more.
		10. If this project is a change in business type, Public Works shall evaluate the need to review proposed improvement plans.
<i>If you answered "YES" to any of the questions in Section C, this project must be routed through the Public Works Department for review.</i>		
D. Demolition Criteria		
		1. Will there be any type of demolition? If yes, an asbestos survey may be required.
E. Soils Review Criteria (Additional fees required for soils report review)		
		1. Is this project a new commercial or residential structure?*
		2. Is this a residential addition, accessory dwelling units greater than 999 square feet?*
		3. Is this a residential addition, accessory dwelling units greater than 200 square feet and less than 1000 square feet?***
		4. Is a commercial addition proposed?*
*If you answered "YES" to questions 1, 2 or 4 in Section E, this project must submit a soils report for review.		
**If you answered "YES" to question 3 in Section E, this project must have either a soils report or submit a soils report waiver request form with the permit application for review.		
If you answered "NO" to all of the questions above, the Building Division may accept this checklist as the written release from department review.		
I certify under penalty of perjury under the laws of the State of California that the above is true.		
Date:	Signature:	Print Name: