



TODD HARMS  
Fire Chief

# Sacramento Metropolitan Fire District

Community Risk Reduction Division [www.metrofire.ca.gov](http://www.metrofire.ca.gov)

10545 Armstrong Ave., Suite 310 • Mather, CA 95655 • Phone (916) 859-4330 • Fax (916) 859-3717

SACRAMENTO METROPOLITAN FIRE DISTRICT					
FIRE PREVENTION STANDARD					
STANDARD TITLE:	Over the Counter Plan Review				
STANDARD NUMBER:	19	EFFECTIVE DATE:	06/22/10	REVISION DATE:	11/14/18

## OBJECTIVE

To provide a uniform standard for the type of plan reviews that may be conducted on an “Over-the-Counter” basis.

## SCOPE

The following plan types may qualify for an Over-the-Counter plan review (OCP):

- Above-ground Tank Installation (Commercial) – AGT
- Carnivals / Circus / Fairs (special events) – CCFP
- Ceilings – T-Bar – Installing, raising, or lowering – BCF (non-sprinklered) or TIP (sprinklered)
- Cellular Towers – CEL
- Certificate of Release – COR (Checklist and release letters)
- Doors – Interior and Exterior – Installation – BCF (*May include a partition wall*)
- Enhanced Vapor Recovery – EVR
- Facades and Awnings (exterior) – BCF or NBP
- Fencing (Perimeter) and Gates – EPK
- Fire Alarm Systems – Installation / Relocation of not more than **20 alarm devices** with no increase to the power load of the existing circuits – FAL
- Fire Sprinkler Alarm and Supervisory Systems – SASS



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- Fire Sprinkler Systems – Installation / Relocation of not more than **20 sprinklers** not involving hydraulic calculations – SPA, SPR, or STP (Requires prior NBP, COR, or TIP plan review)
- Haunted Houses – HHH
- Hood and Ducts – HDP
- New Building Plans (up to 2,000 sq. ft.) – NBP (**Approved Civil plans required**)
- Propane Tank Installation (Commercial) – LPG
- Propane Tank Installation (Residential) – LPR
- Satellite / TV Letter – STL
- Solar Panels – SIC, SIG or SIR
- Temporary Building Use – TBU
- Temporary Sales Trailer - TST
- Tenant Improvement Plans (up to 2,000 sq. ft.) – TIP
- Tents and Canopies – TNT
- Underground Propane Tank – UGT
- Walls (partition) – TIP

## PROCEDURE

A minimum of one half hour “Over the Counter” fee, in addition to the normal Plan Check Fees, shall be due at the time of submittal.