Sacramento Metropolitan Fire District
Community Risk Reduction Division

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KURT P. HENKE
Fire Chief

SACRAMENTO METROPOLITAN FIRE DISTRICT					
FIRE PREVENTION STANDARD					
STANDARD TITLE:	**Over the Counter Plan Review**				
STANDARD NUMBER:	19	EFFECTIVE DATE:	06/22/10	REVISION DATE:	07/02/12

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:

- Above-ground Tank Installation (Commercial) - AGT
- Carnivals / Circus / Fairs – CCF
- Ceilings – T-Bar – Installing, raising, or lowering – BCF (non-sprinklered) or TIP (sprinklered)
- Cellular Towers – CEL
- Civil Engineering Plans – Public Schools – EPS (***Exception***: new school campus plan review – **requires complete and specific information regarding the amount of fire flow available, location of hydrants, and access**)
- Doors – Interior and Exterior – Installation – BCF
- Enhanced Vapor Recovery – EVR
- Facades and Awnings (exterior) – BCF or NBP
- Fences and Gates – perimeter – EPK
- Fire Alarm Systems – Installation / Relocation of not more than **5 alarm devices** with no increase to the power load of the existing circuits – FAL
- Flow and Tamper alarm systems – FTP
- New Building Plans (areas under 2,000 sq. ft.) – NBP (Approved Civil plans required)
- Propane Tank Installation (Commercial) – LPG
- Propane Tank Installation (Residential) – LPR
- Satellite / TV Letter – STL
- 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)
- Tenant Improvement Plans under 2,000 sq. ft. (no changes to the existing system) – TIP
- Tents and Canopies – TNT
- Underground Fire Systems – UGS (Approved Civil plans required)

- Underground Propane Tank – UGT
- Walls (partition) – no more than 4 – BCF or TIP

PROCEDURE

- The clerical staff will obtain the completed Plan Check Application form.
- Plans will be reviewed by appointment with the area Inspector or as determined.
- The Plan Check number will be written in red marker in the upper left corner of all sets of the approved plans. "Job Set" will be stamped on the customer's set of plans.
- Approved plans will be stamped by the Inspector with the "Fast Track" plan review stamp.
- A minimum one half hour "Over-the-Counter" fee, in addition to the normal Plan Check fees, will be due at the time of submittal.
- The Fire District set of the plans and associated paperwork will be given to the clerical staff for data entry processing and filing.

Ray Iverson, AC/Fire Marshal