



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648

(714) 536-5411 • Fax (714) 374-1551

Over the Counter Fire Plan Review Services

The Huntington Beach Fire Department's Over the Counter Fire Plan Review Services are provided to expedite the turnaround time for simple fire plans. The Over the Counter review will be done on a first come, first serve basis. **Over the Counter hours will be on Tuesdays and Thursdays from 8 am to 12 pm and from 1 pm to 3 pm. Plans will *not* be accepted after 3pm.**

Submittal Requirements for Over the Counter Fire Plans:

1. Building plans (if applicable) related to the fire project must be issued prior to reviewing fire plans.
2. Complete a [Fire Construction Permit Application](#).
3. Two (2) separate sets of plans and supporting documentation signed and dated by the licensee.
4. Full payment is required prior to releasing approved plans and permit issuance.

Plans Eligible for Over the Counter Review:

1. *Kitchen hood fire extinguishing systems.* The plan must be for a pre-engineered fire extinguishing system. The project must include no more than two hoods, have a single tank, a single pull station, and protect up to eight cooking appliances. The mechanical/electrical features must be approved by the Building Division. Piranha systems, ventless systems, and unlisted appliances are not eligible for OTC review.
2. *Fire sprinkler tenant improvement.* The plan must be for a tenant improvement to an NFPA 13D, 13R or 13 fire sprinkler system that includes 25 heads or less with no hydraulic calculations required.
3. *Emergency repairs to fire line underground systems.* The plan must be for repair of an existing underground fire line system that has been placed out of service due to a break in the line.
4. *Fire alarm system.* The plan must be for a new system or tenant improvement to an existing system, with a total not to exceed 10 new devices.

For questions regarding the Over the Counter Fire Plan Review Services, please call the Fire Prevention Division at (714) 536-5411, option 9, between 8 am and 5 pm. Or, visit our website at:

http://www.huntingtonbeachca.gov/government/departments/fire/fire_prevention_code_enforcement/plan-check-services.cfm