

PARK PERMIT APPLICATION

PRIOR CASE NUMBER

ROUTING

ASSIGNMENT/STAFF NAME IF KNOWN

COMMUNITY SERVICES

PLANNING

BUILDING

GRADING

OCFA

ENGINEERING

LANDSCAPE

WQMP



BUILDING DATA SHEET

BUILDING FLOOR PLAN NUMBER		ADDRESS(ES)		TEMPLATE NUMBER	
LOT NUMBER(S)		UNIT NUMBER(S)		NO. OF BLDGS OF THIS FLOOR PLAN	
BUILDING USES		BUILDING AREAS (sq. ft.)			
NUMBER OF STORIES		SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL BUILDING AREA (sq. ft.)	
OCCUPANCY GROUP(S)		CONSTRUCTION TYPE		NOTES/COMMENTS	

BUILDING FLOOR PLAN NUMBER		ADDRESS(ES)		TEMPLATE NUMBER	
LOT NUMBER(S)		UNIT NUMBER(S)		NO. OF BLDGS OF THIS FLOOR PLAN	
BUILDING USES		BUILDING AREAS (sq. ft.)			
NUMBER OF STORIES		SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL BUILDING AREA (sq. ft.)	
OCCUPANCY GROUP(S)		CONSTRUCTION TYPE		NOTES/COMMENTS	

BUILDING FLOOR PLAN NUMBER		ADDRESS(ES)		TEMPLATE NUMBER	
LOT NUMBER(S)		UNIT NUMBER(S)		NO. OF BLDGS OF THIS FLOOR PLAN	
BUILDING USES		BUILDING AREAS (sq. ft.)			
NUMBER OF STORIES		SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL BUILDING AREA (sq. ft.)	
OCCUPANCY GROUP(S)		CONSTRUCTION TYPE		NOTES/COMMENTS	



COMMERCIAL TAKE-OFF SHEET

FOR OFFICE USE ONLY	
SUBMITTAL DATE:	_____
DATE: CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

ELECTRICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E4	Lighting Fixtures	
E4	New Branch Circuit	
E4.2	Pole Mounted Fixture With Footing	
E5.7	Motor, Transformer, Heating/Cooling Appliances and Miscellaneous Equipment (KW, HP or KVA):	0-1
E5.7		2-10
E5.7		11-50
E5.7		51-100
E5.7		101-500
E5.7		Over 500
E6.5	Service/Meter:	0-400 Amps
E6.5		401-1200 Amps
E6.5		Over 1200 Amps
E6.5		Substation Over 600 Volts

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E7	Outlets and Switches	
E7.1	Multi-Outlet Assembly	
E8	New Illuminated Signs	
E9.3	Temporary Power Poles	
E9.4	Distribution Poles	
E8.2	Time Clock	
E15	Busway/Cable Tray (Amp/Feet)	
E20	Switchboard/Panelboard: 0-400 Amps	
E20		401-1200 Amps
E20		Over 1200 Amps
E19		Switchboard Over 600 Volts
E33	Solar System (KW)	



COMMERCIAL TAKE-OFF SHEET

FOR OFFICE USE ONLY	
SUBMITTAL DATE:	_____
DATE: CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

PLUMBING ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
P2	Plumbing Fixtures: Water Closet		P15	Storm Drainage: Rainwater Drain	
P2	Urinal		P15	Subsurface Drainage System	
P2	Shower, Per Head		P15	Sump Pump	
P2	Bathtub or Combo Bathtub/Shower		P16	Interceptor/Clarifier/Separator	
P2	Kitchen Sink		P17	Repair/Alter to Water Piping	
P2	Lavatory or Other Sink		P18	Repair/Alter to Sewer or Waste/Vent Piping	
P2	Drinking Fountain		P20	Lawn Sprinkler System Connection	
P2	Hose Bibb		P21	Water System: Booster Pump	
P2	Floor Drain		P21	Backflow Device	
P2	Floor Sink		P21	Pressure Regulating Valve	
P2	Trap Primer		P21	Other Water Using Device	
P2	Other: (Specify)		P21	Sewer and Waste: Building Drain	
P3	Dishwasher		P21	Sewage Ejector	
P3	Clothes Washer		P21	Backwater Valve	
P4	Garbage Disposal		P21	Manhole	
P5	Building Sewer Connection		P6	Cesspool/Holding Tank	
P12	Water Heater and/or Vent		P7	Private Sewage Disposal System	
P12	Thermal Expansion Tank		P26	Yard Potable Water Dist. (Linear Feet)	
P33	Solar Water Heating		P26	Yard Recycled Water Dist. (Linear Feet)	
P13	Fuel Gas: Gas Outlets		P27	Yard Gas Dist. (Linear Feet)	
P31	Gas Pressure Regulator		P28	Yard Sewer (Linear Feet)	



COMMERCIAL TAKE-OFF SHEET

FOR OFFICE USE ONLY	
SUBMITTAL DATE:	_____
DATE: CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

MECHANICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
M2a	Furnaces: Up to 100,000 BTU/h		M8	Each Register/Outlet/Grill	
M2a	Over 100,000-500,000 BTU/h		M8	Repair/Alter Ducts	
M2a	Over 500,000-1,000,000 BTU/h		M10	Install/Relocate Cooling Coil	
M2a	Over 1,000,000-2,000,000 BTU/h		M11	Install/Relocate Reheat Coil	
M2a	Over 2,000,000 BTU/h		M12	Install/Relocate Electric Strip Heater	
M3	Evaporative Cooler		M14	Incidental Gas Piping	
M4	Environmental Vent System: Bathroom		M15	Install/Relocate Suspended Wall/Unit Heater	
M4	Clothes Dryer		M16	Heating Appliance: Fireplace	
M4	Kitchen, Residential		M16	Appliance Vent or Chimney, Listed	
M4	Other: (Specify)		M16	Metal Chimney, Unlisted	
M5	Product Conveying Vent System: Garage		M17	AC/Refrigerator Compressor hp	
M5	Refrigeration Machinery Room		M18a	Air Handling Unit: Up to 2,000 CFM	
M5	Class H Occupancy		M18a	Over 2,000-10,000 CFM	
M5	Fume Hood		M18a	Over 10,000 CFM	
M5	Smoke Control System		M20	Fire Protection Devices: Fire Damper	
M5	Stair Pressurization System		M20	Smoke Damper	
M5	Other: (Specify)		M20	Combo Smoke/Fire Damper	
M6	Commercial Kitchen: Type 1 Hood		M20	Ceiling Radiation Damper	
M6	Type 1 Grease Exhaust Duct		M20	Corridor Damper	
M6	Type 1 Grease Exhaust Fan		M20	Smoke Detector, Duct-Type	
M6	Type 2 Hood		M20	Smoke Detector, Area-Type	
M6	Type 2 Exhaust Duct				
M6	Type 2 Exhaust Fan				



DEVELOPER DEPOSIT CASE SET UP

APPLICANT INFORMATION			BILLING INFORMATION <input type="checkbox"/> SAME AS APPLICANT?			DEPOSIT REFUND INFORMATION <input type="checkbox"/> SAME AS APPLICANT? <input type="checkbox"/> SAME AS BILLING?		
COMPANY NAME			COMPANY NAME			COMPANY NAME		
ADDRESS			ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP	CITY	STATE	ZIP
COMPANY PHONE			COMPANY PHONE			COMPANY PHONE		
CONTACT PERSON			CONTACT PERSON			CONTACT PERSON		
CONTACT PHONE			CONTACT PHONE			CONTACT PHONE		
EMAIL			EMAIL			EMAIL		

As an authorized representative of the applicant, I hereby consent, by my signature below, that I understand the following:

The service of processing an application for development of property in the City of Irvine is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving benefit from the service shall pay the cost of these services. Total cost varies according to the size of the project and the complexity of the issues involved. At the City's sole discretion, a consultant may process the application. Pursuant to City Council Resolution 13-50, for development applications, the applicant will pay all costs for consultant services inclusive of any applicable "in-house" administrative costs. In no instance will the administrative fee plus the consultant contract rates exceed the hourly rates charged by City staff. Project specific expenditures such as City Attorney services, postage for mailing public notices, advertising, etc., have been excluded from the hourly rates. These project specific expenditures will be billed "at cost" on a project by project basis to the applicant.

The deposit creates an account to which processing time is charged. Case processing charges will automatically be drawn against the deposit funds until the minimum balance is remaining. All charges for services beyond the maximum balance requirement will be invoiced to the applicant on a monthly basis. Accompanying the invoice will be a statement, which will include a description of services rendered during the billing period. **If payment is not received within seven (7) working days after the invoice due date, all development activities will be suspended until payment is received. Applicant understands and agrees that City's invoices are due and payable within 30 days of invoice date. If full payment is not received within 60 days from the invoice date, a 10 % late charge will be imposed and an additional penalty of 0.8% per month on the unpaid principal balance will be imposed beginning 90 days after the invoice date.**

Sixty (60) days after the conclusion of the discretionary case process, and after full payment of all invoices is received, any remaining deposit amounts will be refunded to the applicant.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

<input type="checkbox"/> NEW CASE DEPOSIT \$ _____	RECEIPT # _____
MINIMUM DEPOSIT REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	INFORUM GOLD # _____ CASE TYPE _____
DEPOSIT WAIVED/REDUCED - EXPLAIN _____	DD TRANSLATION # _____
<input type="checkbox"/> ADDITIONAL DEPOSIT (Existing case)	RELATED CASES _____
<input type="checkbox"/> CASH BOND \$ _____	PROJECT NAME AND LOCATION _____
<input type="checkbox"/> REOPEN OLD CASE	_____
STAFF CONTACT _____	DATE _____



SCHOOL FACILITIES FEE DETERMINATION

This form must be submitted in conjunction with all applications for Code Compliance except those for Tenant Improvements.

CODE COMPLIANCE NO. _____

PART I: PROJECT INFORMATION (To be completed by Applicant)

PROPERTY OWNER NAME				APPLICANT NAME (If different from Owner)			
OWNER ADDRESS				APPLICANT ADDRESS			
CITY	STATE	ZIP	PHONE	CITY	STATE	ZIP	PHONE
PROPERTY ADDRESS/LOCATION				DESCRIPTION OF WORK TO BE DONE			

EXISTING/PROPOSED LAND USE

RESIDENTIAL No. Units: _____ INDUSTRIAL COMMERCIAL/OFFICE OTHER (Specify): _____

Total number of buildings for which permits are requested: _____

Is the building currently occupied? YES NO If NO, anticipated occupancy date: _____

PART II: FEE DETERMINATION WORKSHEET (To be completed by Staff)

A. TYPE OF CONSTRUCTION: New Expansion Alteration Accessory Dwelling Unit (ADU) Other

_____ The proposed development involves construction/expansion of assessable space and IS subject to the school facility fee requirements; **complete Parts II and III.**

_____ The proposed development DOES NOT involve construction/expansion of assessable space. School facility fees ARE NOT required; **proceed to Part III.**

B. SIZE OF PROPOSED DEVELOPMENT: Gross floor area (determined by City Plan Check Engineer) _____ sq. ft.

C. SCHOOL DISTRICT: Irvine (IUSD) Saddleback Valley (SVUSD) No; **proceed to Section D**

Irvine (IUSD CFD) Santa Ana (SAUSD) Tustin (TUSD) Yes; **proceed to Part III**

D. FEE CALCULATION (Attach additional sheets if necessary):

1. Fees for SVUSD, SAUSD, TUSD are calculated and collected by the appropriate school districts; **proceed to Part III.**

2. IUSD fee calculation: _____ (sq. ft.) X \$ _____ (factor) = \$ _____ (fee)

PART III: FEE DETERMINATION (To be completed by Staff)

Prior to issuance of a Building Permit, a Certificate of Compliance must be obtained from the school district noted below (refer to the Information Sheet for the person responsible for the collection of fees). A copy of this determination form should be presented to the school district to expedite collection of fees. IUSD will not accept payment unless fees are accompanied by this determination form. _____ IUSD _____ SAUSD _____ SVUSD _____ TUSD

This project is EXEMPT from school fee requirements for the following reason:

_____ Proposal does not involve addition or construction of assessable commercial, industrial, or residential floor area.

_____ The subject property is located within a CFD. IUSD exempts these areas from the collection of school fees.

_____ The project consists of an addition of less than 500 sq. ft. to an existing residential structure.

_____ ADU is 749 sq. ft. or less.

_____ Other (Specify): _____

PREPARED BY _____ TITLE _____ DATE _____



RECYCLING AND DIVERSION OF CONSTRUCTION AND DEMOLITION WASTE ASSESSMENT 2.0

The City of Irvine Municipal Code (Section 6-7-900) and the California Green Building Standards Code (Sections 4.408, 5.408, and 5.713.8) require that most projects recycle and/or divert construction and demolition waste. The purpose for this is to promote the reuse of resources and to help extend the longevity of the local landfills pursuant to the California State law AB 939 (Sher), SB1374 (Kuehl) et al. Complete the questions below to determine if your project is subject to recycle/diversion requirements.

For projects required to comply with these provisions, percentages of materials subject to recycling have increased under the 2016 California Green Building Standards Code and the City of Irvine Municipal Code. The new percentages are as follows:

Residential Projects -

- 75 percent of non-hazardous concrete and asphalt construction and demolition debris.
- 65 percent of all other construction, demolition, excavated soil and land clearing debris.

Non-residential Projects -

- 100 percent of all non-hazardous excavated soil and land clearing debris.
- 75 percent of all non-hazardous concrete and asphalt construction and demolition debris.
- 65 percent of all other non-hazardous construction, demolition debris.

CHECK THE BOXES BELOW AS APPLICABLE - DOES YOUR PROJECT INCLUDE:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	A new single family or multi-family residential main building or accessory building?
<input type="checkbox"/>	<input type="checkbox"/>	The remodel or renovation of an existing single or multi-family residential building that adds conditioned area or volume?
<input type="checkbox"/>	<input type="checkbox"/>	A non-residential project subject to a building permit?

If you answered YES to any question, your project is subject to the recycling/diversion requirement which includes the approval of a waste management plan and posting of a bond at permit issuance. Bond must be paid by check or surety bond. You may initiate this process at any time by contacting the City's Environmental Programs at 949-724-7669 or visit cityofirvine.org/c&d. [Note: projects with demonstrably small volumes of anticipated debris may be exempted.]

PROJECT ADDRESS

NAME OF INDIVIDUAL COMPLETING ASSESSMENT

COMPANY

SIGNATURE

DATE

IMPORTANT NOTES: (1) The assessment will be verified during plan review. Mistakes in this initial assessment may result in project delays; (2) Some project proponents choose to award the construction contract prior to posting a bond and/or getting the waste management plan approved. While this is completely acceptable, the processing time does become a critical path item. It is therefore important that this step be appropriately included in the overall project schedule.



ORANGE COUNTY FIRE AUTHORITY

COM

Plan Submittal Criteria COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer: - "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit www.ocfa.org for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City	Irvine
Project Scope/Business Description			

- YES NO
- Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
 - Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
 - Located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? *Methane Work Plan. (PR170)*
 - Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
 - Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
 - Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
 - Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (> 50 gal. electrolyte, > 1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
 - Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
 - Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
 - Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

Initial each of the following two items indicating that you have read and understand the statement:

- Initials _____ *Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications.
- Initials _____ Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements.

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

Print Name	Signature
Phone Number	Date

Building Department: If you have verified that all of the questions have been answered accurately as "NO", and the project does not otherwise require OCFA review of sprinkler or alarm plans*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA, please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.



COMMUNITY DEVELOPMENT / PUBLIC WORKS

ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Irvine legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Irvine, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Irvine's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/ Digital Signature Disclosure.

SIGNATURE

DATE