



Over The Counter Express Plan Review Appointment
Requirements For Fire Suppression Systems

EFFECTIVE DATE: JULY 1, 2012

Express plan review service is for projects that will require less than 30 minutes to review. This service is generally for tenant improvement projects requiring the addition of less than 20 sprinklers or the relocation of less than 100 sprinklers without having to recalculate the existing system. In general these projects encompass less than a 20,000 square feet footprint. Larger or more involved projects which will take longer Do Not Qualify for the over the counter express.

Simple Fixed Systems (Hood & Duct) or Underground Supply Piping projects may also qualify.

There are no additional fees for these services; however missed appointments or cancellations within 24 hours of the scheduled plan review time shall be billed to the contractor by the amount of time scheduled (one hour minimum at a rate of **\$103** per half-hour). Also, if the applicant brings in a project that cannot be completed within the 30 minute appointment, the appointment will be terminated and the project may be disapproved or remitted to the standard review queue with time spent forfeit.

1. To make an appointment please **Email** David Johnson or Lilybeth Gonzales at David.C.Johnson@sanjoseca.gov; lilybeth.gonzales@sanjoseca.gov please include both when emailing a request.
2. You may also call David Johnson (408) 535-5681 between the hours of **8 am to 9:00 am only** or Lilybeth Gonzales (408-535-7616 or 408-535-7683) between the hours of **4:00 pm to 5:00 pm only**.
3. Appointments can not be processed without the information indicated by directives a. through i. below being provided:
 - a. The **Approved** Fire Department Plan Check Directive or Building Permit Number.
 - b. The Project/Facility –
 - i. Business Name;
 - ii. Address;
 - iii. Contact Person;
 - iv. Phone; &
 - v. Nearest Cross Street.

- c. The Installing Contractor –
 - i. Business Name;
 - ii. Mailing Address;
 - iii. Contact Person & Title;
 - iv. Email;
 - v. Phone; &
 - vi. Fax Numbers.
- d. A Valid city of San Jose Business License Number & Expiration Date.
- e. A Valid Workers Compensation Insurance policy Number & Expiration Date or exemption.
- f. A Valid California State Contractors License (C-16) Number & Expiration Date.
- g. Type of work proposed –
 - i. New construction;
 - ii. Tenant Improvement or
 - iii. Demolition.
- h. Type of System –
 - i. Overhead Sprinkler System;
 - ii. Underground Piping System;
 - iii. Fixed Extinguishing System; or
 - iv. Other.
- i. System Components –
 - i. Number of Sprinklers (overhead);
 - ii. Square Footage (overhead);
 - iii. Number of nozzles? (fixed ext.); or
 - iv. Linear feet (underground).

► If any of these items are missing or not yet obtained, your request will not be processed ◀

4. Appointments are for 1 plan review/permit per ½ hr. Please, no last minute additions. If you wish to schedule for multiple reviews on the same day, request a date with multiple consecutive appointments available. Then schedule each appointment providing all the information required above individually. All appointments are final and are subject to adjustment by the plans examiner or if more than a 24 hour notice is given by the applicant.
5. Once your information has been processed, you will be contacted to agree upon an appointment date and time.
6. Arriving late past your scheduled appointment time may forfeit the appointment and you will be charged \$103.00. If the next appointment is here and we can juggle the schedule, we will, but with meetings scheduled every half hour, there is little time for such additional effort.
7. If you “cancel” your appointment with less than 24 hours notice, you will be charged \$103.00.
8. If you accumulate more than 3 forfeits in a 12 month period, you & the company you represent will no longer be eligible for the over the counter express appointments.