



**Over The Counter Express Plan Review Appointment
Requirements For Fire Alarm Systems**

EFFECTIVE DATE: MARCH 1, 2016

Express plan review service is for projects that will require less than 30 minutes to review. Appointments are booked in 1 hour increments. This time includes plan review after permit intake and processing of the permit after review. The contractor should anticipate sufficient time to meet with the Permit Specialist to complete permit intake prior to the scheduled appointment. In General this service is for tenant improvement projects requiring the addition or relocation of a maximum 12 devices and/or appliances (cumulative). Larger or more involved projects, which will take longer, Do Not Qualify for the over the counter express.

Panel replacements and suppression panel installations do not qualify. Installation of a new communicator panel is allowed in over the counter express review.

The fee for express plan review is 1.5 times the hourly plan check rate. Missed appointments or cancellations within 24 hours of the scheduled plan review time shall be billed to the contractor for one hour minimum or by the amount of time scheduled (multiple appointments). Also, if the applicant brings in a project that cannot be completed within the time allotted, 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 call (408) 535-7750 and speak with a Fire Department office specialist between the hours of 9am - 4:30pm.
2. Appointments cannot 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. Tenant Improvement or
 - ii. Demolition.
- h. Type of System –
 - i. Fire Alarm;
 - ii. Dedicated Function;
 - iii. Other.
- i. System Components –
 - i. Number of Devices;
 - ii. Number of Appliances;

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

3. 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.
4. Once your information has been processed, you will be contacted to agree upon an appointment date and time.
5. Arriving late past your scheduled appointment time may forfeit the appointment (at the discretion of the plan reviewer) and you will be charged for one hour of plan review time.
6. If you “cancel” your appointment with less than 24 hours notice, you will be charged for one hour of plan review time.
7. 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.