



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

EFFECTIVE DATE: JULY 01, 2016

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.

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. 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 ◀

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 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.
6. If you “cancel” your appointment with less than 24 hours notice, you will be charged \$103.00.
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.