



## PLAN REVIEW SUBMITTAL CRITERIA

### COMMERCIAL PROJECTS

PROJECT ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**Complete the following questions as they relate to the project you are proposing.**

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does this project include changes to the site, location of fire hydrants, or parking striping? Submit a fire site plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does this project include construction of a new structure or increase the footprint of an existing building? Submit fire site plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will the new building, addition, or tenant improvement contain one of the following occupancies: Assembly, Educational, Factory, Institutional, or Multi-family Residential (3 or more units)? Submit architectural plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are chemicals or compressed gases stored and/or used on the property?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Will new buildings, addition, or tenant improvement contain storage or merchandizing areas in excess of 500sq. ft. where the storage is greater than 12 ft. high? Submit high-piled storage plans.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the project involve the installation or modification of an industrial refrigeration system? Submit a Refrigeration Disclosure form.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Does the project involve the installation or modification to the fire extinguishing system located in a commercial hood? Submit fire extinguishing system plans in addition to the hood plan.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Does this plan involve the construction of a high-rise building (height of building is equal to or more than 55ft. from the lowest point of fire access to highest occupied floor)? Submit architectural plans.            |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Did you answer "yes" to any of the questions contained on the Moreno Valley Fire Department Permit Screening Form (PSF)? Submit plans for the specific operation you have indicated "yes" to.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Does this plan involve the installation of gates that restrict access to any structures? Submit a gate plan.  |

**NOTE:**

- An existing building undergoing a tenant improvement that contains a fire sprinkler, fire alarm and/or special fire extinguishing system must have the fire system evaluated by a licensed contractor to determine if the system must be modified. If the system is found to require modification, the licensed contractor shall submit plans for approval prior to any change taking place.
- If you answered "**YES**" to **any** of the questions, you must submit your project directly to the MVFD for review. Submit this completed form with your plan.
- If you have answered "**NO**" to **all** the questions, the Building Department will facilitate the review of this project.

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print name: \_\_\_\_\_