EXPRESS PLAN REVIEW REQUIREMENTS FOR FIRE ALARM SYSTEMS

1.0 **Express Fire Plan Review** service is for Fire Alarm System projects that will require less than 60 minutes to review. This service is for tenant improvement projects limited by the following conditions:

1.1 The addition or relocation of a maximum of 12 devices and /or appliances (cumulative),

1.2 Installation of a new communicator panel is allowed for Fire Express Review,

1.3 Larger or more involved projects (including new construction), which will take longer to review, do not qualify for Fire Express Review,

1.4 Panel replacements and suppression panel installations do not qualify for Fire Express Review.

2.0 Fees and Appointment Information

2.1 The fee for express plan review is 1.5 times the hourly plan check rate.

2.2 Arriving late to your scheduled appointment time may forfeit your appointment. You will be charged the 1-hour minimum plan review fire fee. Staff can assist you with scheduling another appointment, although it is preferred that you reschedule your own appointment.

2.3 Missed appointments or cancellations within 24 hours of the scheduled plan review time, shall be billed to the applicant and/or contractor, for one hour minimum or by the amount of time scheduled (multiple appointments) and shall be considered a forfeited appointment.

2.4 If you accumulate more than 3 forfeits within a 12-month period, you and the company that you represent, will no longer be eligible for the fire express review appointments.

2.5 The applicant/contractor should anticipate using the entire appointment time:

- **2.5.1** Initially meet (either face to face or virtually) with the permit specialist to complete the intake process
- **2.5.2** Then meet (in like manner) with plan review staff to complete the express review
- **2.5.3** Finally, obtain the final fees and access to approved plans and documents from the permit specialist.

2.6 All appointments are subject to adjustment by the plan examiner or if more than a 24-hour notice is given by the applicant.

2.7 If a project is submitted that cannot be completed within the time allotted, the project may be disapproved, or review completed by the plan checker as standard review.

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3.0 Application Information

3.1 The information below is required for each appointment. If any of the following information is missing or not yet obtained, your appointment will need to be rescheduled.

3.1.1 The approved Fire Department Plan Check Directive

3.1.2 A completed fire system permit application including:

3.1.3.1 The building permit number

3.1.3.2 Project facility business name and project address, contact person, phone number and email address, nearest cross street,

3.1.3.3 Responsible/installing contractor, business name, mailing address,

3.1.3.4 Contact person name, title, email address, and phone number,

3.1.3.5 Valid City of San José business license and expiration date,

3.1.3.6 Valid Workers' Compensation policy number and expiration date or exemption,

3.1.3.7 Valid California State Contractors License (C-10) and expiration date,

3.1.3.8 Type of work proposed (e.g., Tenant Improvement, Demolition, etc.), and

3.1.3.9 Type of system (e.g., Fire Alarm System, Dedicated Function System, etc.).

3.1.3 System Components

3.1.3.1 Number of devices, and

3.1.3.2 Number of appliances.

4.0 Scheduling

4.1 Appointments are for 1 plan review permit per 1 hour.

4.2 If you wish to schedule multiple appointments, on the same day, request a date with multiple, consecutive appointments available and you can schedule a maximum of 3 appointment slots per week. All the required information (as stated below) must be provided, for each individual permit within these appointments.

4.3 If you are prepared, please go to the following web page link for information and to schedule your Fire Express Review appointment.

https://www.sanjoseca.gov/your-government/departments-offices/fire-department/fire-prevention-permits/fire-development-construction-permit-appointments/fire-development-express-permit-appointments/