



**CITY OF OAKLAND
OAKLAND FIRE DEPARTMENT
FIRE PREVENTION BUREAU**

**Date: 6/8/2020
Revised:**

Electronic Plan Review Submittal Procedures

1. These instructions are for electronically submitted plans only; to submit hard copies mail them with a self-addressed return package and the [intake form](#) to

**Fire Prevention Bureau/Plan check
250 Frank H. Ogawa Plaza, Suite 3341
Oakland, CA 94612**

2. Applicant shall email FPBReceptionist@oaklandca.gov with a completed [intake form](#) and all applicable plans, calculations, cut sheets, etc.
3. A work order/reference number will be created for the submittal and a copy will be forward back to you. The plans will go in queue for review in accordance with current guidelines and engineer capacity.
4. All plan documents submitted for fire department review are to be published in PDF format (drawings, calculations, specifications, etc. compatible with Bluebeam Revu). Note that building plans will be routed through the building department to Oakland Fire Department
5. See below for submittal requirements:
 - a. **Submitted documents shall include a contractor's stamp and signature on all plan sheets and calculations.** Note: C-10, C-16, etc. stamp required for the issuance of an installation permit. A P.E. stamp is not sufficient for an installation permit for a fire protection system.
 - b. PDF drawings shall be generated at full scale (e.g. 1/4" = 1'-0") for staff to verify dimensions and areas
 - c. Plan pages and supplemental documents (cut sheets and specifications) shall be consolidated into complete sets. Do not submit single-sheet PDFs.
 - i. Name your complete sets with the address followed by the type of document (e.g. 123 Broadway-Plans.pdf, 123 Broadway-CutSheets.pdf, 123 Broadway-Calculations.pdf, etc.)
 - d. All plans shall be oriented so that the top of the page is always at the top of the monitor
 - e. PDF security settings shall allow staff to mark up the PDF file and create comments. No electronic signatures, encryption, and password protection should be used on documents
 - f. File size to be less than 200MB if possible
 - g. Files shall NOT be submitted in Adobe Acrobat Portfolios

- h. There shall be no layers (i.e. the document should be flattened when converting from the original CAD file)
- 6. Any deviation from the standards contained in these instructions may result in a delay in the processing of your application.
- 7. If plans are denied, comments will be issued to the point of contact
- 8. If plans are approved, a print of the full size color set of the approved plans and conditions of approved are required at the time of inspection.
- 9. Fees will be collected upon the completion of the review.