



CITY OF LAGUNA BEACH

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FIRE DEPARTMENT MEMORANDUM

DATE: January 25, 2022

TO: Fire Protection System Contractors

FROM: James Brown, Fire Marshal

SUBJECT: Information on Multi-Family, Commercial, and Industrial Occupancy Fire Protection System Plan Reviews and Inspections.

NOTE: Review and inspections for all single family homes, duplexes, and Accessory Dwelling Unit (ADU) fire protection systems is conducted by the Building Division of the Community Development Department. Please contact them for more information.

Fire construction permits are required for all fire protection systems, equipment, and processes in compliance with California Fire Code Section 105.7. Typical permitted systems include fire sprinklers, fire alarms, standpipes and flammable / combustible liquids storage tanks. Plans reflecting the proposed work are required for all installations / modifications and must be approved prior to a permit being issued.

Three complete sets of plans must be submitted at the Community Development Department (CDD) front counter. This includes three copies of any associated hydraulic calculations, specification sheets, listings, etc. Once received, the plans will be routed internally to the Laguna Beach Fire Department (LBFD) for review.

In an effort to provide fair and consistent service, the FD reviews all plans in order of receipt. To avoid project delay, we recommend submitting the plans as soon as possible.

The plan review turnaround time objective for all submittals is fourteen days. The LBFD does not have an expedited review process. We always strive to complete the review as quickly as possible.

Once plans have been approved, the applicant must pick them up from the CDD and obtain the permit prior to commencing work. No inspections can be scheduled prior to issuance of the permit. The work cannot be covered or concealed until after inspection approval by the LBFD. Inspections must be scheduled and conducted as appropriate for the project. Inspection requests must be placed at least three working days prior to day preferred.

All inspection requests are to be made via e-mail to the Fire Marshal, and include the following information: (a) project address; (b) permit number; (c) name of field contact; (d) cell phone number of field contact. Please note that inspections are scheduled in order received. While we do our best to accommodate specific requests, they cannot always be granted.

For questions concerning plan review, to check status of review, or to schedule an inspection, please contact the Fire Marshal at firemarshal@lagunabeachcity.net.