



Fire prevention - education – fire code enforcement - engineering review- disaster preparedness

IMPERIAL BEACH FIRE DEPARTMENT, FIRE PREVENTION BUREAU
865 IMPERIAL BEACH BOULEVARD, IMPERIAL BEACH, CA 91932
(619) 423-8223 Fax (619) 628-1489

IMPORTANT UPDATED PLAN REVIEW PROCESS- COVID19

Imperial Beach Fire-Rescue Department Administrative staff are currently out of the office and operating remotely. To maintain City services essential to development projects, the Imperial Beach Fire-Rescue Department has implemented the following measures. Effective March 17, 2020, all fire protection plans shall be submitted to the City of Imperial Beach electronically.

What to send?

Send all information necessary to complete the review of the proposed life safety system; everything you would mail or drop off during a traditional submittal. These sheets include all shop drawings and attachments such as manufacturer data sheets, design manuals, technical reports, etc.

HOW TO SUBMIT YOUR PLANS

Please follow steps 1-4 below

Step 1 Complete your application / invoice provided below or use this link to your application / invoice. https://www.imperialbeachca.gov/vertical/sites/%7BF99967EB-BF87-4CB2-BCD5-42DA3F739CA1%7D/uploads/permit_application_2017.pdf

Step 2 What format do I send these documents in? You MUST choose option a, b, or c.

- a) An emailed pdf digital copy of all sheets **including the completed application in step 1.**
- b) A scanned copy of all sheets which you have converted to pdf **including the completed application in step 1.**
- c) A link and login information to **YOUR** provided file sharing service (drop box, etc.) where you uploaded your pdf and **completed application in step 1.** This is required if the files for your submittal are larger than 8mb per email. This is the maximum amount of data allowed by our server.

Step 3 Send to the reviewer at: tsantos@imperialbeachca.gov

Step 4 Review payment (send this by mail when you submit electronically)

Checks are payable to City of Imperial Beach

Please send your payment directly to:

City of Imperial Beach, Administrative Services Department

825 Imperial Beach Blvd.

Imperial Beach, CA 91932

IMPORTANT Include a copy of your completed application with your check and send the check and application to the Administrative Services Department. This will help us link your payment with the review.

How long will the review process take?

Once received, we anticipate 7-10 business days to review and draft a response to the applicant. This may vary based upon volume.

Scheduling your inspections

City staff will be observing all social distancing protocols. All inspections are scheduled exclusively via this email address. tsantos@imperialbeachca.gov

Inspections are not scheduled automatically, and the responsibility of scheduling required inspections is with the applicant. **Please allow a minimum of 24 hours for inspection request confirmation.**

Review services not provided at this time

- Over the counter inspections
- Expedited plan review

We thank you for your understanding and flexibility during this emergency.



Tom Santos, Assistant Fire Marshal
Imperial Beach Fire-Rescue Department
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Imperial Beach, CA 91932
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www.ImperialBeachCA.gov
Title 19 Advisory Committee Member
Office of the State Fire Marshal



Fire engineering review—fire prevention education—disaster preparedness—fire code enforcement

IMPERIAL BEACH FIRE-RESCUE DEPARTMENT, FIRE PREVENTION BUREAU
 865 IMPERIAL BEACH BOULEVARD, IMPERIAL BEACH, CALIFORNIA 91932
 EMERGENCY 911, NON EMERGENCY (619) 628-1392 Fax (619) 628-1489

FIRE DEPARTMENT DEVELOPMENT REVIEW APPLICATION

Complete the applicable fields and table below

Submittal date ____/____/____ Building permit number ____ - ____

Installing contractor _____

Contractor Address _____

Phone (____) ____ - ____ E-MAIL _____

CSLB / SFM number _____ I.B. city business license number _____

Review fees	Qty	Unit fee	Subtotal
NFPA 13 & 13-R Fire Sprinkler System Review (per riser)			
Base review 1-100 heads, inspection fee is included with review		\$ 800.00	\$
Each additional 100 heads or fraction thereof		\$ 200.00	\$
Minor alteration of an existing system (3 heads or less)		\$ 300.00	\$
<i>Any alteration exceeding 3 heads requires a new submittal</i>			
NFPA 13-D Fire Sprinkler System Review (per riser)			
Base review fee 1-50 heads, inspection fee is included with review		\$ 400.00	\$
Each additional 50 heads or fraction thereof		\$ 200.00	\$
Minor alteration of an existing system (2 heads or less)		\$ 200.00	\$
<i>Any alteration exceeding 2 heads requires a new submittal</i>			
Automatic Extinguishing System Review (A.E.S.)			
<i>(commercial kitchen, clean agent, paint booth, etc.)</i>			
Base review, inspection fee is included with review		\$ 400.00	\$
Each additional system for multi system operations		\$ 200.00	\$
<i>Any alteration requires a new submittal</i>			
NFPA 72 Fire Alarm System Review			
Base review fee 1-25 devices, inspection fee is included with review		\$ 600.00	\$
Each additional 25 devices or fraction thereof		\$ 100.00	\$
Minor alteration of an existing system (4 devices or less, no panel change)		\$ 200.00	\$
<i>Any alteration exceeding 4 devices requires a new submittal</i>			
Total payable to City of Imperial Beach Finance Department			\$

-Over for additional information; please read both sides-

IMPERIAL BEACH FIRE-RESCUE DEPARTMENT, OFM