



# City of National City Fire Department

Phone (619) 336-4550



## Plan Check Submittal Directive

**Date:** May 4, 2020  
**Project:** All Projects  
**Reviews:** R. Hernandez/Fire Marshal

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Design plans will be picked up by the City's Plan Review Agent or an authorized member of City Staff on Tuesdays and Thursdays of each week, except for City holidays, in accordance with the procedure set out below.

All design plans must be submitted in a sealed bag, sealed envelope, or sealed tube by the customer. Design plans that are not submitted in a sealed bag, sealed envelope, or sealed tube will not be accepted. Within seven (7) calendar days of submission, the Fire Department shall email handouts containing Fire Department requirements. Customers must e-mail the Fire Department upon receipt of these documents to confirm receipt.

The Plan Submittal and Pick-Up location is on the first floor of the City Hall main entrance. This entrance requires customers to walk up and down one flight of stairs. The City of National City will provide alternate submittal or pick-up procedures for any customer with a disability who is unable to navigate stairs. Customers in need of an accommodation are asked to call the City at (619) 336-4550 prior to arrival at the City to submit design plans at an alternate submittal location.

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### **Option 1: Plan Submittal at City Hall**

- Receive call/email from customer for plan check submittal at City Hall. \*
- Information received from customer is transferred to Permit application.
- Fees associated with plan submittal shall be either:
  - Mailed to the National City Fire Department Attention: Lilibeth Aguelo
  - Electronically processed by the Finance Department
- Finance Department shall be contacted directly for all electronic payments.
- Upon receipt of payment from Finance, customer will be e-mailed a receipt.
- Customer will be contacted with directions on how to submit design plans to City.
- Design plans shall be submitted **only on Thursdays** between the hours of 7am – 4pm.
- All design plans and attachments shall be placed in a sealed bag, sealed envelope, or sealed tube. Design plans that are not submitted in a sealed bag, sealed envelope, or sealed tube will not be accepted.
- Customers must place design plans in the City drop box labeled “**Fire,**” located at the main entrance to City Hall on the first floor. Please call (619) 336-4554 if you need assistance.
- Once submission times have ended, Fire personnel will remove all design plans from the drop box and place them in a quarantine area throughout the weekend.
- Fire will complete the process for the plan submittal, which will include input on the plan check log and preparation of the Plan Review Transmittal.
- Fire requirement handouts shall be sent to the customer via e-mail. Customers shall e-mail Fire Department upon receipt of these documents to confirm receipt.
- Plans will be picked up by the City’s Plan Review Agent on Tuesday and Thursday of each week.

### **Corrected Plan Submittal (Contractor Plan Corrections)**

- Receive call/e-mail from customer for plan check re-submittal at City Hall. \*
- Corrected design plans shall be submitted **only on Thursdays** between the hours of 7am – 4pm.
- All design plans and attachments, shall be placed in a sealed bag, sealed envelope, or sealed tube. Design plans that are not submitted in a sealed bag, sealed envelope, or sealed tube will not be accepted.
- Customers must place design plans in the City drop box labeled “**Fire,**” located at the main entrance to City Hall on the first floor. Please call (619) 336-4554 if you need assistance.

- Once submission times have ended, Fire personnel will remove all design plans from the drop box and place them in a quarantine area throughout the weekend.
- Fire will log the corrected plans into the system.
- Corrected plans will be picked up by the City's Plan Review Agent on Tuesday and Thursday of each week.

### **Final Approval of Design Plans from Third-Party Plans Examiner**

- Approved plans shall be delivered to the City by the City's Plan Review Agent.
- All design plans and attachments shall be placed in a sealed bag, sealed envelope, or sealed tube by the City's Plan Review Agent.
- Design plans delivered by the City's Plan Review Agent shall be placed on the designated Fire counter.
- Fire personnel will place all design plans received from the City's Plan Review Agent in a quarantine area throughout weekend.
- Fire will log the corrected plans into the system.
- Approved plans and permits will be processed.
- Hard copies of the design plans will be stamped by the Fire Marshal or Deputy Fire Marshal.
- Approved design plans and permit will be processed.
- The Contractor will be contacted to pick up the plans **only on Thursdays** from 7am -4pm.

### **Option 2: Electronic Plan Submittal**

- Receive call/e-mail from customer for plan check re-submittal at City Hall. \*
- Information received from customer is transferred to Permit application.
- Finance Department shall be contacted directly for all electronic payments.
- Upon receipt of payment from Finance, customer will be e-mailed a receipt.
- Fire will complete the process for the plan submittal, which will include input on the plan check log and preparation of the Plan Review Transmittal.
- Fire requirement handouts shall be sent to the customer via e-mail. Customers shall e-mail Fire Department upon receipt of these documents to confirm receipt.
- A Fire Department representative or other authorized City Staff will email the Customer a link to the City's File Cloud software. The customer must upload plan and any other documents related to plan the submittal using the City's **File Cloud** software.
- Fire will forward the **File Cloud** file via e-mail to the City's Plan Review Agents.
- The contractor must upload any required corrections using the **File Cloud** link emailed by the Fire Department.

### **Final Approval of Electronic Plan Submittal**

- When the plans are ready to be printed in paper form, the Fire Department will notify the customer via e-mail. The customer must pre-pay to have three sets of the plans printed by a third-party bonded reproduction printing company. Once that has been confirmed, Fire personnel will forward the electronic version of the approved plans to the reproduction printing company.
- Once the reproduction printing company prints the three sets of plans, the printing company must make an appointment to deliver the plans to the Fire Department. The printing company shall affix a label to package describing it as "FINAL PLAN SUBMITTAL".
- The plans must be placed in a sealed bag, sealed envelope, or sealed tube, and placed in the City drop box labeled "**Fire,**" located at the front of the main entrance to City Hall on the first floor. Design plans that are not submitted in a sealed bag, sealed envelope, or sealed tube will not be accepted. Please call (619) 336-4554 if you need assistance.
- Design plans shall be submitted **only on Thursdays** between the hours of 7am – 4pm.
- Fire personnel will place all design plans received from the City's Plan Review Agent in a quarantine area throughout weekend.
- Hard copies of the design plans will be stamped by the Fire Marshal or Deputy Fire Marshal.
- Approved design plans and permit will be processed.
- The Contractor will be contacted to pick up the plans **only on Thursdays** from 7am-4pm.

**\* Information required to request plan submittal: Contact name, address, phone, email address and current National City Business License number.**