



OCFA Submittal Requirements

OCFA Plan Submittal requirements for projects in the City of Laguna Hills have recently changed. You are no longer required to submit and pay at City Hall. Plans submittals can be submitted and paid directly to OCFA. If you would like to still submit at the City of Laguna Hills Building Department you can do so during Building Department Counter Hours with a check payable to “Orange County Fire Authority” or “OCFA”. Plans submitted at City Hall will be subject to an administrative processing fee in the amount of \$110.01. Plans submitted at City Hall will be picked up by OCFA staff on a weekly basis.

If submitting at City Hall please know the Fee Code you are submitting for before coming in. For a list of OCFA’s Fee Codes please visit their website at: [http://ocfa.org/Uploads/CommunityRiskReduction/OCFA Fee Schedule - Planning and Development.pdf](http://ocfa.org/Uploads/CommunityRiskReduction/OCFA%20Fee%20Schedule%20-%20Planning%20and%20Development.pdf).

Over the counter plan review services for certain submittal types are provided at OCFA offices between 8:00a.m. & 11:00a.m, Monday – Thursday on a first come first served basis.

For most plan types OCFA requires two hardcopies and one electronic copy of the plan in .pdf format. The electronic copy of plans can be e-mailed to eps@ocfa.org. The electronic copy must be received by OCFA to start review of the project.

For questions on plan submittal requirements call (714) 573-6100. For Code or Technical questions call (714) 573-6108.

OCFA offices are located at :

1 Fire Authority Road
Irvine, CA 92602