



**ORANGE COUNTY FIRE AUTHORITY**  
**PLANNING AND DEVELOPMENT**  
**SERVICE REQUEST**

SR NUMBER  
**1NNNNN**

Please review the Submittal Criteria Form and complete the Permit Screening Form before completing this Service Request (SR).  
 Be prepared to provide this SR number when inquiring about your plans. **Plan status line:** (714) 573-6160, **Inspection scheduling:** (714) 573-6150, **General questions** (714) 573-6100. Plan submittal information may be downloaded from our website at [www.ocfa.org](http://www.ocfa.org).

**1. Submitted by** \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip code \_\_\_\_\_  
**Bill to (if different)** \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Name of primary contact \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
 E-mail address \_\_\_\_\_

SAMPLE

**2. Project Name (be specific)** \_\_\_\_\_  
 Project Address \_\_\_\_\_  
 Project City \_\_\_\_\_ Zip code \_\_\_\_\_  
 Provide one or more of the following: Tract/Lot # \_\_\_\_\_ Tentative Tract/Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_  
 ➡ **Tract, tentative tract or parcel number is required for approval.**

**3. I hereby authorize the following project plan review services. I am aware that additional services may be required to complete this project and agree to pay all fees. I also acknowledge receipt of a copy hereof.**  
 ➡ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

JURISDICTIONAL USE ONLY			CITY PLANNING DEPARTMENT <input type="checkbox"/>		
PLAN SUBMITTED AT:			CITY BUILDING DEPARTMENT <input type="checkbox"/>		
CODE	QTY	FEE	COMMENTS		
			City Reference #:		
			Revision to SR #:		
<b>OCFA SUBTOTAL:</b>					
<b>CITY FEES:</b>			<b>PAYMENT DATE</b>	<b>INITIALS</b>	<b>RECEIPT/CHECK#</b>
<b>TOTAL DUE:</b>					
<b>ADD'L AMT PAID:</b>					
<b>ADD'L AMT PAID:</b>					
<b>ADD'L AMT PAID:</b>					

OCFA USE ONLY		
OCFA SERVICES PROVIDED		
CODE	QTY	FEE
<b>TOTAL DUE OCFA::</b>		
<b>REFUND TO CUSTOMER:</b>		
<b>BALANCE DUE OCFA:</b>		
<b>ADD'L CITY FEES DUE:</b>		