



Alameda County Fire Department

Fire Code Administration Division

Unincorporated Alameda County

How to submit fire protection system plans and DSA site reviews to the Alameda County Fire Department:

Plans may be submitted electronically using the following process:

The plans are to be submitted as ONE COMPLETE PDF file. The file shall contain all necessary documentation including but not limited to:

- The Alameda County Fire plan submittal application
- Completed plans
- Plans are to be stamped and signed by the appropriate contractor
- All specification sheets
- Calculations
- Pertinent supporting documentation related to the plans
- All resubmittals are to be sent in as full submittals including a response letter

This file shall be in PDF form and not sent as a “Zip” file. The PDF is to be named with the project address.

Plans shall be scaled, and notation of the scale needs to be located on the submitted plans.

Place the address of the project in the subject line. Maximum file size is 150Mb. For files larger than this please contact us for additional directions.

Email the fire protection system plans or DSA site review submittal package to:

CountyFPplanchecks@acgov.org

Please Note this is only a DropBox account, we do not see anything in the body of the email. Please CC: CountyFP@acgov.org if you need to include any additional correspondence.

Please be aware that submittals missing any of the required documentation/information or sent in multiple pages will not be processed. They will be deleted if contact information is not provided. An email will be sent to the applicant advising of the incomplete submittal.

Hand delivered or mailed submittals shall include the following:

- The Alameda County Fire plans submittal application
- 2 sets of plans, stamped and signed by appropriate licensed contractor, one set will be returned to you. (NOTE: if you need more than one set returned to you, provide additional set of plans.)
- All specification sheets
- Calculations
- Pertinent supporting documentation related to the plans

Plans may be Hand delivered to our Office:

Alameda County Fire Department
6363 Clark Ave.
Dublin, Ca 94568

NOTE: Office hours are Monday through Friday 8am to 12 noon and 1pm to 5pm.

Plans may be mailed to our Office:

Alameda County Fire Department
6363 Clark Ave.
Dublin, Ca 94568

Turnaround Time:

Our target turnaround time is 10 business days for first submittals and 5 business days for resubmittals.

Fees

Fees are paid after the approval of the plans and prior to permit release. Once plans are approved you will receive an email that explains the payment and release process.

Building and Planning Department Submittals

Building and Planning departments are also able to route their reviews electronically to staff. If you have building or planning department submittals, **they must be submitted to those agencies.** Please contact the appropriate agency for information on how to submit and they will route to ACFD. Turnaround times are set by referring agency.

Please feel free to contact Alameda County Fire Department staff at:

CountyFP@acgov.org with any questions or submittal issues.

