



Planning & Building Agency
Permits & Plan Check Section
20 Civic Center Plaza
P.O. Box 1988 (M-19)
Santa Ana, CA 92702
(714) 647-5800
www.santa-ana.org

POLICE DEPARTMENT PLAN CHECK SERVICES

B-7: 12-22-04

A. REFERENCES

1. 2001 California Building Code (CBC) as amended by the City of Santa Ana.
2. Santa Ana Municipal Code (SAMC) commencing with Section 8-200 Building Security Regulations.
3. Building Security Approved Products List.
4. You may visit our website at www.santa-ana.org to obtain copies of our public handouts and to access the SAMC.

B. TYPES OF WORK THAT REQUIRE POLICE DEPARTMENT PLAN CHECK AND APPROVAL ON THE CONSTRUCTION DRAWINGS:

1. All new construction, residential and commercial.
2. All residential relocations.
3. Tenant improvement (T.I.) work when there are any new openings into a common area or to outside the tenant space (corridor, hallway, etc.).
4. All new 10"x10" or larger roof penetrations (air conditioning units, skylights, air vents). This requirement applies to commercial and residential projects.
5. All land use certificates or special events.
6. New access control gates (knox boxes).
7. All new walls separating tenant suites.
8. All Main Place Mall tenant improvements affecting the unit space envelope. **There are special requirements for roll-up grilles/doors. Obtain a copy of specifications.**
9. Other projects involving public safety.
10. Revisions with exterior openings.

C. TYPES OF WORK THAT REQUIRE POLICE DEPARTMENT APPROVAL ON THE CONSTRUCTION DRAWINGS PRIOR TO BUILDING OR ELECTRICAL PLAN REVIEW.

1. All check cashing facilities.
2. All cyber cafes with more than 6 terminals (CUP required).
3. All exterior automatic teller machines (ATM's).
4. Electronic access control devices including card readers, key pads, fingerprint readers, eye scans, buzzers, etc.
5. All parking lot lighting.
6. Laundromats.
7. Pay phone installations.

D. TYPES OF PROJECTS THAT GENERALLY DO NOT REQUIRE POLICE DEPARTMENT PLAN CHECK OR APPROVAL:

1. Security grilles and doors which secure store fronts. Exception: Main Place Mall (refer to item B8 above).
2. Residential room additions.
3. Interior T.I. remodeling for single tenant with no opening into a common area or to the outside.

E. WHAT IS REQUIRED FOR A POLICE DEPARTMENT PLAN CHECK:

1. DP number from site plan review must be listed on the front page of the submitted plans.
2. Electrical plans for the building must be submitted with the architectural set.
3. Parking lot lighting – submit three sets of a computerized point by point photometric footcandle calculations; reference on the site plan to scale. Electrical and landscape plans must be in the submitted package.

NOTE: Refer to parking lot lighting specifications for additional requirements.

4. Fully detailed hardware schedule. This includes electronic access control devices.
5. If a hardware schedule is referenced on the set of plans, that schedule must be submitted with plans.

6. Security ordinance and approved products list, available from Police Plan Check, must be listed verbatim on submitted set of plans.
7. Security ordinance must be referenced on all applicable details, door schedules, etc.
8. Make sure all site plan review conditions have been complied with.
9. We do not keep a set of plans. Check with the Planning and Building Agency Permit and Plan Check Section for the number of sets of plans required. Telephone (714) 647-5800.

F. POLICE PLAN CHECK LOCATION AND HOURS:

1. Location: City Hall – Ross Street Annex
2. Telephone: (714) 647-5840; Fax (714) 667-2775.
3. Office Hours **(Subject to last minute changes)**

Monday – By Appointment Only	1:30 – 5:00
Tuesday, Thursday & Friday	9:00 – 4:00
Wednesday	10:00 – 4:00
Closed	12:30 – 1:30

4. **To schedule an appointment for Police Plan Check during times when the Police counter is closed, please call (714) 647-5840 and leave a message.**