



CITY OF  
**HUNTINGTON BEACH**

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Department of Community Development

April 10, 2026

Studios W Architects  
Mario A. Hernandez  
424 32nd Street  
Newport Beach, CA 92663

**SUBJECT:                   CONDITIONAL USE PERMIT NO. 2023-014, DESIGN REVIEW BOARD NO.  
2024-005  
8750 DORSETT DR, HUNTINGTON BEACH, CA 92646**

**PROJECT IMPLEMENTATION CODE REQUIREMENTS**

Dear Mario A. Hernandez:

In order to assist you with your development proposal, staff has reviewed the project and identified applicable city policies, standard plans, and development and use requirements, excerpted from the City of Huntington Beach Zoning & Subdivision Ordinance and Municipal Codes. This list is intended to help you through the permitting process and various stages of project implementation.

It should be noted that this requirement list is in addition to any “conditions of approval” adopted by the City Council. Please note that if the design of your project or site conditions change, the list may also change.

If you would like a clarification of any of these requirements, an explanation of the Huntington Beach Zoning & Subdivision Ordinance and Municipal Codes, or believe some of the items listed do not apply to your project, and/or you would like to discuss them in further detail, please contact me at (714) 374-1553 or [jkelly@surfcity-hb.org](mailto:jkelly@surfcity-hb.org).

Sincerely,

Jason Kelley  
Senior Planner

cc:           School Huntington Beach City Dist, Property Owner  
              Ricky Ramos, Planning Manager  
              Jason Kelley, Senior Planner  
              Project File



CITY OF  
**HUNTINGTON BEACH**

Department of Community Development

**PROJECT IMPLEMENTATION CODE REQUIREMENTS**

**DATE:** 4/9/2026  
**PROJECT NAME:** HBCSD MAINTENANCE AND OPERATIONS BUILDING)  
**PLANNING APPLICATION NO.** PLANNING APPLICATION NO. 2023-0067.APL02  
**ENTITLEMENTS:** CONDITIONAL USE PERMIT NO. 2023-014  
**DATE OF PLANS:** APRIL 10, 2024  
**PROJECT LOCATION:** 8750 DORSETT DR, HUNTINGTON BEACH, CA 92646  
**PLAN REVIEWER:** JASON KELLEY, SENIOR PLANNER  
**TELEPHONE/E-MAIL:** (714) 374-1553/JKELLEY@SURFCITY-HB.ORG  
**PROJECT DESCRIPTION:** TO CONSTRUCT AN APPROXIMATELY 7,510 SQ. FT. MAINTENANCE AND OPERATIONS BUILDING AT AN OVERALL HEIGHT OF 17'-6" AT AN EXISTING SCHOOL DISTRICT OFFICE SITE.

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The following is a list of code requirements deemed applicable to the proposed project based on plans stated above. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the in conjunction with the requested entitlement(s), if any, will also be provided should final project approval be received. If you have any questions regarding these requirements, please contact the Plan Reviewer.

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1. The site plan, floor plans, and elevations approved by the Planning Commission/Zoning Administrator shall be the conceptually approved design (with the following modifications).
  - a. Parking lot striping shall comply with Chapter 231 of the Zoning and Subdivision Ordinance and Title 24, California Administrative Code. **(HBZSO Chapter 231)**
  - b. The site plan shall include all utility apparatus, such as but not limited to, backflow devices and Edison transformers. Utility meters shall be screened from view from public right-of-ways. Electric transformers in a required front or street side yard shall be enclosed in subsurface vaults. Backflow prevention devices shall be not be located in the front yard setback and shall be screened from view. **(HBZSO Section 230.76)**
  - c. All exterior mechanical equipment shall be screened from view on all sides. Rooftop mechanical equipment shall be setback a minimum of 15 feet from the exterior edges of the building. Equipment to be screened includes, but is not limited to, heating, air conditioning, refrigeration equipment, plumbing lines, ductwork and transformers. Said screening shall be architecturally compatible with the building in terms of materials and colors. If screening is not designed specifically into the building, a rooftop mechanical equipment plan showing proposed screening must be submitted for review and approval with the application for building permit(s). **(HBZSO Section 230.76)**

- d. The site plan and elevations shall include the location of all gas meters, water meters, electrical panels, air conditioning units, mailboxes (as approved by the United States Postal Service), and similar items. If located on a building, they shall be architecturally integrated with the design of the building, non-obtrusive, not interfere with sidewalk areas and comply with required setbacks. **(HBZSO Section 230.76)**
    - e. Bicycle parking facilities shall be provided in accordance with the provisions of HBZSO Section 231.20 – ***Bicycle Parking.*** **(HBZSO Section 231.20)**
2. Prior to issuance of grading permits, the following shall be completed:
  - a. A Landscape and Irrigation Plan, prepared by a Licensed Landscape Architect shall be submitted to the Community Development Department for review and approval. **(HBZSO Section 232.04)**
  - b. Standard landscape code requirements apply. **(HBZSO Chapter 232)**
  - c. Landscaping plans should utilize native, drought-tolerant landscape materials where appropriate and feasible. **(HBZSO Section 232.06.A)**
3. During demolition, grading, site development, and/or construction, the following shall be adhered to:
  - a. All Huntington Beach Zoning and Subdivision Ordinance and Municipal Code requirements including the Noise Ordinance. All activities including truck deliveries associated with construction, grading, remodeling, or repair shall be limited to Monday - Saturday 7:00 AM to 8:00 PM. Such activities are prohibited Sundays and Federal holidays. **(HBMC 8.40.090)**
4. The structure(s) cannot be occupied, the final building permit(s) cannot be approved, and utilities cannot be released until the following has been completed:
  - a. A Certificate of Occupancy must be approved by the Community Development Department and issued by the Building and Safety Department. **(HBMC 17.04.036)**
  - b. Complete all improvements as shown on the approved grading, landscape and improvement plans. **(HBMC 17.05)**
  - c. All trees shall be maintained or planted in accordance to the requirements of Chapter 232. **(HBZSO Chapter 232)**
  - d. All landscape irrigation and planting installation shall be certified to be in conformance to the City approved landscape plans by the Landscape Architect of record in written form to the City Landscape Architect. **(HBZSO Section 232.04.D)**
  - e. The provisions of the Water Efficient Landscape Requirements shall be implemented. **(HBMC 14.52)**
5. Conditional Use Permit No. 23-014 shall become null and void unless exercised within one year of the date of final approval, or as modified by condition of approval. An extension of time may be granted by the Director pursuant to a written request submitted to the Planning Division a minimum 30 days prior to the expiration date. **(HBZSO Section 241.16.A)**
6. Conditional Use Permit No. 23-014 shall not become effective until the appeal period following the approval of the entitlement has elapsed. **(HBZSO Section 241.14)**
7. The City Council reserves the right to revoke Conditional Use Permit No. 23-014 pursuant to a public hearing for revocation, if any violation of the conditions of approval, Huntington Beach Zoning and Subdivision Ordinance or Municipal Code occurs. **(HBZSO Section 241.16.D)**
8. The project shall comply with all applicable requirements of the Municipal Code, Planning and Building Department and Fire Department, as well as applicable local, State and Federal Fire Codes, Ordinances, and standards, except as noted herein. **(City Charter, Article V)**
9. Construction shall be limited to Monday – Saturday 7:00 AM to 8:00 PM. Construction shall be prohibited Sundays and Federal holidays. **(HBMC 8.40.090)**
10. The applicant shall submit a check in the amount of \$50.00 for the posting of the Notice of

Exemption/Determination at the County of Orange Clerk's Office. The check shall be made out to the County of Orange and submitted to the Planning Department within two (2) days of the City Council's approval of entitlements. **(California Code Section 15094)**

- 11 All landscaping shall be maintained in a neat and clean manner, and in conformance with the HBZSO. Prior to removing or replacing any landscaped areas, check with the Departments of Planning and Building, and Public Works for Code requirements. Substantial changes may require approval by the City Council. **(HBZSO Section 232.04)**



## **CITY OF HUNTINGTON BEACH**

### **PROJECT IMPLEMENTATION CODE REQUIREMENTS**

**DATE:** 05/06/2024

**PROJECT NAME:**

**PLANNING APPLICATION NO.** PA-2023-0067

**ENTITLEMENTS:**

**PROJECT LOCATION:** 8750 Dorsett Dr

**PLAN REVIEWER:** Mehdi Taheri, PE, PhD

**TELEPHONE/E-MAIL:** (714) 374-1538 / Mehdi.Taheri@surfcity-hb.org

**PROJECT DESCRIPTION:** The proposed single-story building to be 7,510 sf. This will include approximately 1,714 sf. of office and support spaces where the 14 maintenance and operation staff will work when on site. The 1,951 sf. dedicated to areas where maintenance work will occur will be dedicated to woodworking, metal working, groundskeepers, and light mechanical work. The remaining 3,845 sf. of the building will be used to house the districts maintenance materials that will be stored here for use on the school sites.

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The following is a list of code requirements deemed applicable to the proposed project based on plans stated above. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the Planning Commission in conjunction with the requested entitlement(s), if any, will also be provided upon final project approval. If you have any questions regarding these requirements, please contact the Plan Reviewer.

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#### **PART 1. REQUIREMENT:**

1. Development Impact Fees will be required for new construction and commercial/industrial additions.
2. Submit separate plans for all disciplines: Building, Mechanical, Electrical, and Plumbing.
3. Landscape plan is a separate submittal for irrigation and plants only. No accessory structures or flat work will be reviewed on the landscape plans.
4. **All site work for accessibility will be reviewed and inspected based on the approved architectural plans.**
5. All accessory and minor accessory structures including site MEP will be on separate permits.

## **PART 2. CODE REQUIREMENTS:**

1. Project shall comply with the current State building codes adopted by the City at the time of permit application submittal. Currently they are the 2022 California Building Code (CBC), 2022 California Mechanical Code, 2022 California Plumbing Code, 2022 California Electrical Code, 2022 California Energy Code, 2022 California Green Building Standards Code, and the Huntington Beach Municipal Code (HBMC). Compliance to all applicable state and local codes is required prior to issuance of building permit.
2. Provide all project implementation code requirements and conditions of approval on the approved building plans
3. Identify property lines on architectural site plans and clear distances between fence/ wall and building exterior walls. Show required setbacks for accessibility, egress width, fire rating requirements, opening limitations, and projections, etc per CBC.
4. Project shall comply with the requirements of CBC for type of construction, allowable area, height, number of stories, occupancy group requirements, exterior wall ratings, and means of egress per the CBC. Plans should clearly identify the locations of the Fire Areas, Fire Walls, Fire Barriers, Fire Partitions, and all Occupancy separations. Provide complete legends and details on the plans.
5. Review and provide compliance with Title 17 of the City of Huntington Beach Municipal Code, Building and Construction. This document can be found online at the city's website.
6. For projects that will include multiple licensed professions in multiple disciplines, i.e. Architect and professional engineers for specific disciplines, a Design Professional in Responsible Charge will be requested per the CBC, Section 107.3.4.
7. In addition to all of the code requirements of the California Green Building Standards Code, specifically address Construction Waste Management per Sections 4.408.2, 4.408.3, 4.408.4, 5.408.1.1, 5.408.1.2, 5.408.1.3 and Building Maintenance and Operation, Section 5.410. Prior to the issuance of a building permit, the permittee will be required to describe how they will comply with the sections described above. Prior to Building Final Approval, the City will require a Waste Diversion Report per Sections 4.408.5 and 5.408.1.4.
8. The City of Huntington Beach has adopted the California Green Building Standards Code entirely. Please review Sections 4.106.4.1 for Electric Vehicle (EV) Charging for New Construction, and 5.106.5.3 Electric Vehicle (EV) Charging.
9. The City of Huntington Beach has adopted the California Green Building Standards Code including section 301.1.1 where all non-compliant fixtures shall be replaced with water conserving fixtures as described in section 403.3.1. Non-compliant fixtures are defined in section 1101.3(c) of the California Civil Code.
10. Provide short term and long term bicycle parking spaces (anchored bicycle racks within 200 feet of the visitor's entrance, readily visible to passers-by) [CGBC 5.106.4].

## **PART 3. COMMENTS:**

1. Provide existing site plan.
2. Separation of occupancies are required per CBC Section 508.
3. Provide a floor plan and provide occupant load calculations based on function of use of each space. Show square footage of each space on floor plan and provide assumed occupant load factor per Table 1004.5 on floor plans. Include proposed patio area in the calculation of the occupant load.
4. Exiting Plan & Analysis: Plans should include an occupant load analysis on the plans and provide an "Exit Plan" to show a clear and dimensioned Means of Egress system that provides a continuous, unobstructed exit from any occupied point in the building to a public way.

5. Minimum required plumbing fixture is per California Plumbing Code Section 422.1: Which includes number of required water closets, lavatories, urinals, service sinks, and drinking fountains. The total occupant load and occupancy classification shall be determined in accordance with the *California Building Code* (CPC 422.1). See CBC Section 1004 for occupant load calculation. Please note that "Table A" has been deleted from 2022 CPC. Include urinals, service sinks, and drinking fountains in the minimum plumbing service calculations per CPC 422.1.

Table is not applicable and has been removed from 2022 CPC

## PLUMBING ANALYSIS

PLUMBING OCCUPANCY (CPC CH. 4 TABLE A)

OCCUPANT LOAD	AREA	OCC. LOAD FACTOR	TOTAL PERSONS
GROUP B - OFFICE OR PUBLIC BUILDINGS	1,375 SF	200	7
GROUP F - WORKSHOPS, FOUNDRIES, AND SIMILAR ESTABLISHMENTS	1,866 SF	2000	4
GROUP S - WAREHOUSE	3,798 SF	5000	6
NON-OCCUPIED	144 SF	0	0
	7,183 SF (NET)		17

6. Plans should clearly show compliance with CBC Chapters 11B Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing). A Certified Access Specialist (CASP) report is recommended and shall be incorporated onto the plans.
7. Circulation path must meet requirements of CBC 11B-250. Please note that accessible route cannot be located on the required drive aisles.
8. Show that accessible routes are not being affected by the proposed structure.
9. Provide legend for accessible route:
- The running slope of walking surfaces shall not be steeper than 1:20 (5%) per 11B-403.
  - The cross slope of walking surfaces shall not be steeper than 1:48 (2%).
  - The clear width shall be 48 inches minimum CBC 11B-403.5.1 Exception 3 and 11B-405.5.
10. At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger drop-off and loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve. Where more than one route is provided, all routes must be accessible (11B-206.2).
11. Trash enclosures must be accessible and located on an accessible route.
12. Minimum number of accessible parking spaces must meet requirements of 11B-208.2.
13. If number of existing parking counts changes between previously approved and proposed plans, a minimum number of parking spaces complying with Section 11B-502 shall be provided in accordance with Table 11B-208.2 (11B-208.2). Accessible parking spaces must meet parking spaces requirements of CBC Chapter 11B.
14. All fences and walls except the followings require permits, structural plans and structural calculations: Masonry or concrete fences not over 42 inches in height above lowest adjacent grade and all other fences not exceeding 6 feet in height above the lowest adjacent grade and not within required zoning setbacks or subject to review by the Fire Department.

15. All structural sheets and structural calculations sheets must be signed and stamped by design professions (BPC § 5536.1, BPC §5537 (b), CBC 2308).
16. Geotechnical report is required for new constructions.
17. T24 energy calculations are required.



# CITY OF HUNTINGTON BEACH

## PUBLIC WORKS INTERDEPARTMENTAL COMMUNICATION

### **PROJECT IMPLEMENTATION CODE REQUIREMENTS**

**DATE:** MAY 6, 2024

**PROJECT NAME:** KETTLER EDUCATIONAL CENTER – M&O BUILDING (HBCSD)

**ENTITLEMENTS:** CONDITIONAL USE PERMIT 2023-014, DRB 2024-005

**PLNG APPLICATION NO.:** PA-2023-0067

**DATE OF PLANS:** APRIL 10, 2024

**PROJECT LOCATION:** 8750 DORSETT DRIVE (SOUTH SIDE OF DORSETT, NORTH OF EDISON PARK)

**PROJECT PLANNER:** MADALYN WELCH, ASSOCIATE PLANNER

**PLAN REVIEWER:** STEVE BOGART, SENIOR CIVIL ENGINEER *SB*

**TELEPHONE/E-MAIL:** 714-374-1692 / [SBOGART@SURFCITY-HB.ORG](mailto:SBOGART@SURFCITY-HB.ORG)

**PROJECT DESCRIPTION:** PROPOSED CONSTRUCTION OF A NEW 7,510 SQFT SINGLE-STORY BUILDING (AND SITE IMPROVEMENTS) ON AN EXISTING HUNTINGTON BEACH CITY SCHOOL DISTRICT SITE

The following is a list of code requirements deemed applicable to the proposed project based on plans as stated above. The items below are to meet the City of Huntington Beach's Municipal Code (HBMC), Zoning and Subdivision Ordinance (ZSO), Department of Public Works Standard Plans (Civil, Water and Landscaping) and the American Public Works Association (APWA) Standards Specifications for Public Works Construction (Green Book), and the Orange County Drainage Area management Plan (DAMP). The list is intended to assist the applicant by identifying requirements which shall be satisfied during the various stages of project permitting, implementation and construction. If you have any questions regarding these requirements, please contact the Plan Reviewer or Project Planner.

#### **THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLETED PRIOR TO ISSUANCE OF A GRADING PERMIT:**

1. A Legal Description and Plat of the dedications to City to be prepared by a licensed surveyor or registered Civil Engineer authorized to practice land surveying and submitted to Public Works for review and approval. The dedication shall be recorded prior to issuance of a grading permit.
2. The following dedications to the City of Huntington Beach shall be shown on the Precise Grading Plan. (ZSO 230.084A)
  - a. A 26-foot right-of-way dedication for pedestrian access and public utilities along the Dorsett Drive frontage is required, per Public Works Standard Plan Nos. 104 and 207. Dorsett Drive is designated as a residential street with an ultimate right-of-way width of 52 feet.

3. A Precise Grading Plan, prepared by a Licensed Civil Engineer, shall be submitted to the Public Works Department for review and approval. (MC 17.05/ZSO 230.84) The plans shall comply with Public Works plan preparation guidelines and include the following improvements on the plan:
  - a. The two existing driveway approaches on Dorsett Drive shall be removed and replaced with an ADA compliant driveway approach per Public Works Standard Plan No. 209. (ZSO 230.84)
  - b. The existing, damaged parkway culvert at the site's Dorsett Drive frontage shall be removed and reconstructed with a new parkway culvert per Public Works Standard Plan No. 312. (ZSO 230.84)
  - c. The existing domestic water service currently serving the existing development may potentially be utilized if it is of adequate size, conforms to current standards, and is in working condition as determined by the Water Inspector. If the property owner elects to utilize the existing water service, any non-conforming water service, meter, and backflow protection device shall be upgraded to conform to the current Water Division Standards. Alternatively, a new separate domestic water service, meter and backflow protection device may be installed per Water Division Standards and shall be sized to meet the minimum requirements set by the California Plumbing Code (CPC)
  - d. A separate backflow protection device shall be installed per Water Division Standards for domestic water service and shall be screened from view if a new service is required. (Resolution 5921 and State of California Administrative Code, Title 17)
  - e. The fire sprinkler system that is required by the Fire Department for the proposed development shall have a separate dedicated fire service line installed per Water Division Standards. (ZSO 230.84)
  - f. Any on-site fire hydrant that is required by the Fire Department to serve the proposed development shall become a private fire hydrant that is served by a private fire water service. These private fire water services shall be separated from the public water main in Dorsett Drive by construction of a double check detector assembly. The double check detector assembly shall be constructed per the City of Huntington Beach Standard Plan No. 618 and shall be sized to provide adequate fire flow protection for the private on-site fire hydrant. The double check detector assembly shall be located within landscape planter area or other area and screened from view by landscaping or other method as approved by the Department of Public Works. The on-going maintenance of this private fire water service and private fire hydrant shall be the responsibility of the development owner. (Resolution 5921, State of California Administrative Code, Title 17)
4. The developer shall submit for approval by the Fire Department and Water Division, a hydraulic water analysis to ensure that fire service connection from the point of connection to City water main to the backflow protection device satisfies Water Division standard requirements.
5. A Project Water Quality Management Plan (WQMP) conforming to the current Waste Discharge Requirements Permit for the County of Orange (Order No. R8-2009-0030) [MS4 Permit] prepared by a Licensed Civil Engineer, shall be submitted to the Department of Public Works for review and acceptance. The WQMP shall address Section XII of the MS4 Permit and all current surface water quality issues.
6. The project WQMP shall include the following:
  - a. Discusses regional or watershed programs (if applicable).
  - b. Addresses Site Design BMPs (as applicable) such as minimizing impervious areas, maximizing permeability, minimizing directly connected impervious areas, creating reduced or "zero discharge" areas, and conserving natural areas.

- c. Identifies selected Low Impact Development (LID) and Hydromodification (as applicable) BMPS.
  - d. Incorporates the *Guidelines for Use of Drywells in Stormwater Management Applications* (if applicable).
  - e. Incorporates the applicable Routine Source and Structural Control BMPs as defined in the Drainage Area Management Plan. (DAMP)
  - f. Incorporates GIS or GPS coordinates for all structural and LID BMPs.
  - g. Describes the long-term operation and maintenance requirements for the Structural and Treatment Control BMPs, including maintenance of BMPs as shown on the landscape plans and are described in the WQMP.
  - h. Identifies the entity that will be responsible for long-term operation, maintenance, repair and/or replacement of the Structural and Treatment Control BMPs.
  - i. Describes the mechanism for funding the long-term operation and maintenance of all the Structural and Treatment Control BMPs.
  - j. Includes an Operations and Maintenance (O&M) Plan for all structural and Treatment Control BMPs including anticipated maintenance costs.
  - k. Vector Control Clearance letter from the Orange County Vector Control stating that they have reviewed the project WQMP and proposed BMPs.
  - l. After incorporating plan check comments of Public Works, three final WQMPs (signed by the owner and the Registered Civil Engineer of record) shall be submitted to Public Works for acceptance. After acceptance, two copies of the final report shall be returned to applicant for the production of a single complete electronic copy of the accepted version of the WQMP on CD media that includes:
    - i. The 11" by 17" Site Plan in .TIFF format (400 by 400 dpi minimum).
    - ii. The remainder of the complete WQMP in .PDF format including the signed and stamped title sheet, owner's certification sheet, Inspection/Maintenance Responsibility sheet, appendices, attachments and all educational material.
  - m. The applicant shall return one CD media (with a copy of the approved WQMP) to Public Works for the project record file.
7. Indicate the type and location of Water Quality Treatment Control Best Management Practices (BMPs) on the Grading Plan consistent with the Project WQMP. The WQMP shall follow the City of Huntington Beach; Project Water Quality Management Plan Preparation Guidance Manual dated June 2008. The WQMP shall be submitted with the first submittal of the Grading Plan.
  8. A suitable location, as approved by the City, shall be depicted on the grading plan for the necessary trash enclosure(s). The area shall be paved with an impervious surface, designed not to allow run-on from adjoining areas, designed to divert drainage from adjoining roofs and pavements diverted around the area, and screened or walled to prevent off-site transport of trash. The trash enclosure area shall be covered or roofed with a solid, impervious material. Connection of trash area drains into the storm drain system is prohibited. (DAMP)
  9. A soils report, prepared by a Licensed Engineer shall be submitted for reference only. (MC 17.05.150)
  10. The applicant's grading/erosion control plan shall abide by the provisions of AQMD's Rule 403 as related to fugitive dust control. (AQMD Rule 403)

11. The name and phone number of an on-site field supervisor hired by the developer shall be submitted to the Planning and Public Works Departments. In addition, clearly visible signs shall be posted on the perimeter of the site every 250 feet indicating who shall be contacted for information regarding this development and any construction/grading-related concerns. This contact person shall be available immediately to address any concerns or issues raised by adjacent property owners during the construction activity. He/She will be responsible for ensuring compliance with the conditions herein, specifically, grading activities, truck routes, construction hours, noise, etc. Signs shall include the applicant's contact number, regarding grading and construction activities, and "1-800-CUTSMOG" in the event there are concerns regarding fugitive dust and compliance with AQMD Rule No. 403.
12. The applicant shall notify all property owners and tenants within 300 feet of the perimeter of the property of a tentative grading schedule at least 30 days prior to such grading.

**THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLIED WITH DURING GRADING OPERATIONS:**

13. An Encroachment Permit is required for all work within the City's right-of-way. (MC 12.38.010/MC 14.36.030)
14. The developer shall coordinate the development of a truck haul route with the Department of Public Works if the import or export of material in excess of 5000 cubic yards is required. This plan shall include the approximate number of truck trips and the proposed truck haul routes. It shall specify the hours in which transport activities can occur and methods to mitigate construction-related impacts to adjacent residents. These plans must be submitted for approval to the Department of Public Works. (MC 17.05.210)
15. Water trucks will be utilized on the site and shall be available to be used throughout the day during site grading to keep the soil damp enough to prevent dust being raised by the operations. (California Stormwater BMP Handbook, Construction Wind Erosion WE-1)
16. All haul trucks shall arrive at the site no earlier than 8:00 a.m. or leave the site no later than 5:00 p.m., and shall be limited to Monday through Friday only. (MC 17.05)
17. Wet down the areas that are to be graded or that is being graded, in the late morning and after work is completed for the day. (WE-1/MC 17.05)
18. The construction disturbance area shall be kept as small as possible. (California Stormwater BMP Handbook, Construction Erosion Control EC-1) (DAMP)
19. All haul trucks shall be covered or have water applied to the exposed surface prior to leaving the site to prevent dust from impacting the surrounding areas. (DAMP)
20. Prior to leaving the site, all haul trucks shall be washed off on-site on a gravel surface to prevent dirt and dust from leaving the site and impacting public streets. (DAMP)
21. Comply with appropriate sections of AQMD Rule 403, particularly to minimize fugitive dust and noise to surrounding areas. (AQMD Rule 403)
22. Wind barriers shall be installed along the perimeter of the site. (DAMP)
23. All construction materials, wastes, grading or demolition debris and stockpiles of soils, aggregates, soil amendments, etc. shall be properly covered, stored and secured to prevent transport into surface or ground waters by wind, rain, tracking, tidal erosion or dispersion. (DAMP)

**THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLETED PRIOR TO ISSUANCE OF A BUILDING PERMIT:**

24. A Precise Grading Permit shall be issued. (MC 17.05)

25. The applicable Orange County Sanitation District Capital Facility Capacity Charge shall be paid to the City Department of Public Works. (Ordinance OCSD-57)

**THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLETED PRIOR TO FINAL INSPECTION OR OCCUPANCY:**

26. Complete all improvements as shown on the approved grading and improvement plans. (MC 17.05)
27. All new utilities shall be undergrounded. (MC 17.64)
28. All applicable Public Works fees shall be paid at the current rate unless otherwise stated, per the Public Works Fee Schedule adopted by the City Council and available on the city web site at [http://www.surfcity-hb.org/files/users/public\\_works/fee\\_schedule.pdf](http://www.surfcity-hb.org/files/users/public_works/fee_schedule.pdf). (ZSO 240.06/ZSO 250.16)
29. Prior to grading or building permit close-out and/or the issuance of a certificate of use or a certificate of occupancy, the applicant shall:
- a. Demonstrate that all structural Best Management Practices (BMPs) described in the Project WQMP have been constructed and installed in conformance with approved plans and specifications.
  - b. Demonstrate all drainage courses, pipes, gutters, basins, etc. are clean and properly constructed.
  - c. Demonstrate that applicant is prepared to implement all non-structural BMPs described in the Project WQMP.
  - d. Provide certifications from the Engineer of Record or Landscape Architect that the LID BMPs were constructed and installed per the approved project plans and specifications. The certifications shall be included in the final WQMP.
  - e. Demonstrate that an adequate number of copies of the approved Project WQMP are available for the future occupiers.
  - f. Demonstrate that the preparer of the WQMP has reviewed the BMP maintenance requirements in Section V of the WQMP with the responsible person and that a copy of the WQMP has been provided to that person. A certification letter from the WQMP preparer may be used to satisfy this condition.

**THE FOLLOWING ARE PUBLIC WORKS COMMENTS ON THE PROJECT'S PRELIMINARY DRAINAGE REPORT AND HYDROLOGY & HYDRAULIC CALCULATIONS, AND SHALL BE ADDRESSED PRIOR TO SAID REPORT BEING SUBMITTED FOR THE FINAL PW PLAN CHECK FOR THIS PROJECT:**

30. The *PRELIMINARY DRAINAGE REPORT AND HYDROLOGY & HYDRAULIC CALCULATIONS* shall include further analysis to identify any necessary mitigation requirement and design for any storm water runoff that exceeds the site's existing 25-year flows.

# HUNTINGTON BEACH FIRE DEPARTMENT PLANNING COMMENTS

**DESCRIPTION:** [The proposed single-story building to be 7,510 sf. This will include approximately 1,714 sf. of office and support spaces where the 14 maintenance and operation staff will work when on site. The 1,951 sf. dedicated to areas where maintenance work will occur will be dedicated to woodworking, metal working, groundskeepers, and light mechanical work. The remaining 3,845 sf. of the building will be used to house the districts maintenance materials that will be stored here for use on the school sites..](#)

**ADDRESS:** 8750 Dorsett

**PA #:** 2024-0067

**DATE:** 05/02/2024

**REVIEWER:** Jacob Worthy, Deputy Fire Marshal  
Jacob.Worthy@[surfcity-hb.org](mailto:Jacob.Worthy@surfcity-hb.org)

The following is a list of code requirements deemed applicable to the proposed project based on the conceptual plans provided. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the Planning Commission in conjunction with the requested entitlement(s), if any, will also be provided upon final project approval. If you have any questions regarding these requirements, please contact the Plan Reviewer.

## **PRIOR TO DEMOLITION, GRADING, SITE DEVELOPMENT, ISSUANCE OF GRADING PERMITS, BUILDING PERMITS, AND/OR CONSTRUCTION, THE FOLLOWING SHALL BE REQUIRED:**

The following is a list of code requirements deemed applicable to the proposed project based on plans received and dated April 10, 2024. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the Planning Commission in conjunction with the requested entitlement(s), if any, will also be provided upon final project approval. The review comments below are not to be construed as being all inclusive. **The project is required to comply with all of the adopted Building, Fire, and Municipal Codes in effect at the time of grading and building plan submittal for permit issuance.** If you have any questions regarding these requirements, please contact the Plan Reviewer. Please note that these comments are preliminary based on the conceptual plans provided and additional comments/requirements may be required after a review of the full architectural plans submitted to the city for review.

### **1. Fire Master Plan**

**[The Fire Master Plan](#) shall be completed and approved prior to precise grading plan or building plan approval.**

A separate [Fire Master Plan](#) is required for submittal to the HBFD. It shall be a site plan reflecting all the following fire department related items:

- Fire hydrant locations, public and private. Show that all hydrants are spaces and deliver the necessary fire flow.

- FDC locations (if proposed/required)
- Dimensions from FDC's (if proposed) to hydrants.
- DCDA locations.
- Fire sprinkler riser locations and location of system serving.
- FACP locations.
- Knox box and knox switch locations.
- Gate locations, and opticoms if required.
- Fire lane locations, dimensions, lengths, turning radii at corners and circles/cul-de-sacs.
- Fire lane signage and striping.
- Property dimensions or accurate scale.
- Building locations and heights.
- Building addresses and suite addresses. **(FD)**

## 2. Environmental

**The following items shall be completed prior to rough or precise grading plan approval.**

***Methane Mitigation Requirements.*** Due to the proximity of oil wells (less than 500 feet), its location in the methane district, this project will need to show compliance with City Specification #429, soil gas testing for methane gas *is* required. A methane sample plan shall be submitted to the fire department for review and approval, prior to the commencement of sampling.

If methane gas is discovered in the soil, the following City Specification would be applicable and the grading, building, and methane plans must reference that the corresponding methane mitigation features will be installed. These can include a sub-slab methane barrier and vent system per City Specification # 429, *Methane District Building Permit Requirements* prior to plan approval. Additional passive or active methane mitigation measures may be required by the fire department based on the concentrations of methane vapor documented during soil sampling.

***City Specification # [431-92 Soil Clean-Up Standards testing is required.](#)*** Based on site characteristics, suspected soil contamination, or Phase I, II, or III Site Audit, soil testing conforming to City Specification # 431-92 Soil Clean-Up Standards is required.

All soils shall conform to City Specification # 431-92 Soil Clean-Up Standards prior to the issuance of a building permit. Building plans shall reference that "All soils shall conform to City Specification # 431-92 Soil Clean-Up Standards" in the plan notes.

***Prior to the issuance of Grading or Building Permits,*** the following is required to demonstrate compliance with [City Specifications # 429](#) and # 431-92:

- 1) **Soil Sampling Work Plan:** Render the services of a qualified environmental consultant to prepare and submit a soil sampling work plan to the HBFD for review and approval. Once the HBFD reviews and approves the submitted work plan, the sampling may commence. **Note:** Soil shall not be exported to other City of Huntington Beach locations without first being demonstrated to comply with City Specification # 431-92 Soil Clean Up Standards. Also, any soil proposed for import to the site shall first be demonstrated to comply with City Specification # 431-92.
- 2) **Soil Sampling Lab Results:** Conduct the soil sampling in accordance with the HBFD approved work plan. After the sampling is conducted, the lab results (along with the Environmental Consultants summary report) for methane and # 431-92 testing shall be submitted to the HBFD for review.
- 3) **Remediation Action Plan:** If contamination is identified, provide a Fire Department approved Remediation Action Plan (RAP) based on requirements found in Huntington Beach *City Specification #431-92, Soil Cleanup Standard*. **All soils shall conform to City Specification # 431-92 Soil Clean-Up Standards prior to the issuance of a grading or building permit. (FD)**

**Discovery of soil contamination/pipelines**, etc., must be reported to the Fire Department immediately and an approved remedial work plan submitted. **(FD)**

**Remediation Action Plan.** If soil contamination is identified, the applicant must provide a Fire Department approved Remediation Action Plan (RAP) based on requirements found in Huntington Beach *City Specification #431-92, Soil Cleanup Standard*. Upon remediation action plan approval, a rough grading permit may be issued. **(FD)**

**Imported Soil Plan.** All imported soil shall meet *City Specification #431-92, Soil Cleanup Standards*. An "Imported Soil Work Plan" must be submitted to the Fire Department for review and approval prior to importing any soil from off site. Once approved, the soil source can be sampled per the approved work plan, then results sent to the HBFD for review. No rough grade will be approved prior to the actual soil source approval. Multiple soil sources required separate sampling as per the approved work plan, with no soil being imported until each source has been verified to meet the CS #431-92 requirements. **(FD)**

### 3. Fire Apparatus Access

**Fire Access Roads** shall be provided and maintained in compliance with [City Specification # 401](#), *Minimum Standards for Fire Apparatus Access*. Driving area

shall be capable of supporting a fire apparatus (75,000 lbs and 12,000 lbs point load). For Fire Department approval, reference and demonstrate compliance with [City Specification # 401](#) *Minimum Standards for Fire Apparatus Access* on the plans. City specification 401 details the minimum turning radii as well as other details necessary to design the fire access roads. **(FD)**

**Note: Per an approved DSA plan from 2016, all onsite roads are fire access roads, and shall maintain 24 feet clearance. Please update the plans to reflect this 24 foot wide fire access.**

***Maximum Grade for Fire Apparatus Access Roads*** shall not exceed 10%. **(FD)**

**Hose Pull Lengths** – The fire apparatus access road shall comply with the requirements of Section 503.1.1 of the Huntington Beach Fire Code. All access roads shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

**Note: As the building layout is proposed with the exiting fire access, it does not appear that the site will meet CFC 503.1.1. Portions of the proposed building are beyond 150 feet of the fire access road. Please update accordingly.**

***No Parking*** shall be allowed in the designated 24 foot wide fire apparatus access road or supplemental fire access per City Specification # 415. For Fire Department approval, reference and demonstrate compliance with City Specification # 415 *Minimum Standards for Fire Apparatus Access* on the plans. **(FD)**

***Fire Lane Marking***, as determined by the Fire Department, shall be posted, marked, and maintained per [City Specification #415](#), *Fire Lanes Signage and Markings on Private, Residential, Commercial and Industrial Properties*. The site plan shall clearly identify all red fire lane curbs, both in location and length of run. The location of fire lane signs shall be depicted. No parking shall be allowed in the designated 24 foot wide fire apparatus access road or supplemental fire access per City Specification # 415. For Fire Department approval, reference and demonstrate compliance with City Specification # 401 *Minimum Standards for Fire Apparatus Access* on the plans. **(FD)**

**Note: Per an approved DSA plan from 2016, all onsite roads are fire access roads, and shall maintain 24 feet clearance. Please update the plans to reflect this 24 foot wide fire access.**

## 4. Fire Suppression Systems

The following items shall be completed prior to issuance of a certificate of occupancy.

**Fire Extinguishers** shall be installed and located in all areas to comply with California Fire Code and Health and Safety Code. Extinguishers are required to be serviced or replaced annually. **(FD)**

**Fire Alarm System** is required. For Fire Department approval, shop drawings shall be submitted to the Fire Department as separate plans for permits and approval. For Fire Department approval, reference and demonstrate compliance with CFC Chapter 9 and NFPA 72 on the plans. A C-10 electrical contractor, certified in fire alarm systems, must certify the system is operational annually. **(FD)**

**Automatic Fire Sprinklers** are required. NFPA 13 Automatic fire sprinkler systems are required per Huntington Beach Fire Code for new buildings with “fire areas” 5000 square feet or more or for buildings 10,000 square feet or more. An addition of square footage to an existing building also triggers this requirement.

Separate plans (two sets) shall be submitted to the Fire Department for permits and approval.

Automatic fire sprinkler systems must be maintained operational at all times, with maintenance inspections performed quarterly and the system serviced every five years by a state licensed C-16 Fire Protection Contractor.

For Fire Department approval, reference that a fire sprinkler system will be installed in compliance with the California Fire Code and NFPA 13

**Fire Department Connections (FDC)** to the automatic fire sprinkler systems shall be located to the front of the building, at least 10 feet from and no farther than 150 feet of a properly rated fire hydrant. **(FD)**

## 5. Fire Hydrants and Water Systems

The following items shall be completed prior to issuance of a certificate of occupancy.

**Private Fire Hydrant(s)** are required. Hydrant(s) must be portrayed on the site plan. Hydrants shall be installed and in service **before** combustible construction begins. The location and installation of hydrants shall meet the requirements of the Huntington Beach Fire Code and [City Specification # 407](#) Fire Hydrant Installation, and Public Works Standard requirements. Hydrants shall be placed in locations acceptable to the Huntington Beach Fire and Public Works Departments. Plans shall be submitted to Public Works and approved by the Public Works and Fire Departments.

**Note: At least 1 private fire hydrant shall be required in as per city specification 407, section 2.5.1. This hydrant will require a dedicate**

**backflow and underground fire line, separate from the dedicated fire sprinkler underground for the building.**

**Hydrants** shall be installed and in service **before** combustible construction begins. Installation of hydrants and service mains shall meet NFPA 13 and 24, 2022 Edition, Huntington Beach Fire Code Appendix B and C, and [City Specification # 407](#) Fire Hydrant Installation Standards requirements. Private fire hydrants shall not be pressurized by Fire Department Connections to the sprinkler system. The system design shall ensure that recirculation of pressurized water from the hydrant, thru the FDC and back through the sprinkler system supply to the hydrant does not occur. Installation of the private fire service main, including fire department connections, shall meet NFPA 13 and 24, 2022 Edition requirements. Maximum allowed velocity of fire flow in supply piping is 12 fps. The maintenance of private fire hydrants is the responsibility of the owner or facility association. Shop drawings shall be submitted to and approved by the Fire Department. For Fire Department approval, portray the fire hydrants and reference compliance with City Specification #407 Fire Hydrant Installation Standards in the plan notes. **(FD)**

***Note: On-Site private fire hydrants shall be supplied separately from the fire sprinkler supply line, unless 2 points of connection. See HBFC 17.56.230. It shall be prohibited for underground water supply lines with a single connection from a municipal main to supply both fire hydrants and fire suppression systems. Looped supply lines that are supplied from two points of connection shall be allowed for hydrants and fire suppression system supplies. (4189-12/19)***

***Private Fire Service Connection to the Public Water Supply*** - Separate plans shall be submitted to the Public Works Department detailing the connection, piping, valves and back-flow prevention assembly (DDCA) for approval and permits. Approval by Public Works and the Fire Department must be completed prior to issuance of a grading permit. The dedicated private fire water service off-site improvements shall be shown on a precise grading plan, prepared by a Licensed Civil Engineer.**(FD)**

***Note: All onsite fire underground water lines shall be under the jurisdiction of HBFD, and will require a deferred submittal to HBFD for review. The scope of these plans includes everything downstream of the backflow device for the fire water. See [Fire Underground Submittal Guide](#).***

## **6. Fire Personnel Access**

**The following items shall be completed and approved prior to issuance of a certificate of occupancy.**

***Main Secured Building Entries*** shall utilize a KNOX<sup>®</sup> Fire Department Access Key Box, installed and in compliance with [City Specification #403](#), Fire Access for Pedestrian or Vehicular Security Gates & Buildings. Please contact the Huntington Beach Fire Department Administrative Office at (714) 536-5411 for information.

Reference compliance with City Specification #403 - KNOX® Fire Department Access in the building plan notes. **(FD)**

**Gates and Barriers** shall be openable without the use of a key or any special knowledge or effort. Gates and barriers in a means of egress shall not be locked, chained, bolted, barred, latched or otherwise rendered unopenable at times when the building or area served by the means of egress is occupied, and shall swing in the direction of travel when required by the Building Code for exit doors. **(FD)**

## 7. Addressing and Street Names

The following items shall be completed and approved prior to issuance of a certificate of occupancy.

**Structure or Building Address Assignments.** The Planning Department shall review and make address assignments. The individual dwelling units shall be identified with numbers per City Specification # 409 Street Naming and Address Assignment Process. For Fire Department approval, reference compliance with City Specification #409 Street Naming and Address Assignment Process in the plan notes. **(FD)**

**Commercial Building Address Numbers** shall be installed to comply with [City Specification #428](#), Premise Identification. Building address number sets are required on front and rear of the structure and shall be a minimum of six inches (10") high with one and one half inch (1 ½") brush stroke. Note: Units shall be identified with numbers per City Specification # 409 Street Naming and Address Assignment Process. Unit address numbers shall be a minimum of four inches (4") affixed to the unit's front and rear door. All address numbers are to be in a contrasting color. For Fire Department approval, reference compliance with City Specification #428 Premise Identification in the plan notes and portray the address location on the building. **(FD)**

## 8. GIS Mapping Information

The following items shall be completed prior to issuance of a certificate of occupancy.

- a. **GIS Mapping Information** shall be provided to the Fire Department in compliance with GIS Department CAD Submittal Guideline requirements. Minimum submittals shall include the following:
  - Site plot plan showing the building footprint.
  - Specify the type of use for the building
  - Location of electrical, gas, water, sprinkler system shut-offs.
  - Fire Sprinkler Connections (FDC) if any.

- Knox Access locations for doors, gates, and vehicle access.
- Street name and address.

## 9. Building Construction

The following items shall be completed and approved prior to issuance of a certificate of occupancy.

**Egress Illumination/Emergency Exit Lighting** with emergency back-up power is required. Provide means of egress illumination per the CFC and CBC. **(FD)**

**Components of egress** must meet all requirements of CFC Chapter 10. This includes all door hardware, exit signage, travel distance, etc. **(FD)**

**Fire Operation Permits** shall required prior to issuance of certificate of occupancy. These may include but not limited to: repair garage, combustible dust, hot works, flammable/combustible liquids etc.

### THE FOLLOWING CONDITIONS SHALL BE MAINTAINED DURING CONSTRUCTION:

- a. Fire/Emergency Access and Site Safety shall be maintained during project construction phases in compliance with CFC Chapter 33, Fire Safety During Construction And Demolition. **(FD)**
- b. For buildings higher than a single story above grade, and under construction, an approved automatic sprinkler system shall be installed and shall be fully functional up to one floor below the highest point of construction having secured decking or flooring. 17.56.450 **(FD)**

### OTHER:

- a. Discovery of additional soil contamination or underground pipelines, etc., must be reported to the Fire Department immediately and the approved work plan modified accordingly in compliance with City Specification #431-92 Soil Clean-Up Standards. **(FD)**
- b. Outside City Consultants: The Fire Department review of this project and subsequent plans may require the use of City consultants. The Huntington Beach City Council approved fee schedule allows the Fire Department to recover consultant fees from the applicant, developer or other responsible party. **(FD)**
- c. **Please note that these comments are based on the limited, conceptual plans provided. There may be additional comments and requirements upon receipt of further information and/or at the time of full architectural plan submittal.**

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Fire Department City Specifications may be obtained  
through the City's website at:

[https://www.huntingtonbeachca.gov/departments/fire/our\\_community\\_and\\_risk\\_reduction/for\\_residents/index.php#outer-2351](https://www.huntingtonbeachca.gov/departments/fire/our_community_and_risk_reduction/for_residents/index.php#outer-2351)

If you have any questions, please contact the Fire Prevention Division at (714) 536-5411.