

PLAN REVIEW GUIDELINES



PREPARED BY:
VISTA FIRE RESCUE
200 CIVIC CENTER DR
VISTA, CA 92084

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PURPOSE

The purpose of this guideline is to provide directions and minimum requirements for submitting plans to Vista Fire Rescue & Vista Fire Protection District Fire for review. The intent is to verify compliance with applicable state and local codes, ordinances, standards, and departmental amendments, and to ensure that projects incorporate fire and life safety features that reduce hazards and provide effective emergency operations. The Community Development Permit Center is located at: 200 Civic Center Drive, Vista, CA 92084. All plan check needs can be coordinated at this location. Vista Fire Rescue has a goal to provide initial plan review comments within ten (10) working days from the date of acceptance as a complete submittal.

SCOPE

Vista Fire Department plan review and approval is required for all new building construction and building addition, remodel or relocation. In addition, the Fire Department reviews all plans for fire access roads, fire hydrant installations and fire protection systems.

Building and grading plans submitted to the City Building Department will be automatically routed to the Fire Department. Separate fire submittal is not required unless directed. Projects located in the Vista Fire Protection District and reviewed by the San Diego County Department of Planning & Land Use (DPLU) will require the applicant to submit two stamped sets to Vista Fire Rescue for final approval prior to permit issuance. Fees are collected prior to permit issuance.

RECOMMENDED PRELIMINARY REVIEW

Applicants proposing development in the Vista Fire Protection District are strongly encouraged to request a pre-application fire review meeting prior to submitting construction drawings. Preliminary review may include Site-specific fire safety requirements, Vista Vegetation Management requirements, Fire access and water availability analysis, and Facility-specific operational restrictions. This early coordination helps avoid costly redesign and delays during formal plan review.

SUBMITTAL REQUIREMENTS

General Plan Submittal Requirements

All plan submittals shall include:

- Completed Plan Review Application
- Fees are collected prior to permit issuance.
- Scope of work description
- Scaled site and construction plans (minimum scale 1/8" = 1' unless otherwise approved)
- Supporting documentation and technical reports as required
- Building plans routed through the Vista Community Development Department do not require additional copies. Fire review fees will be added to the building permit.

Fire System Submittals

Submit three (3) complete sets of plans, specifications, and documentation for the following:

- Fire sprinkler systems
- Fire alarm systems
- Underground fire service lines
- Engineered suppression systems
- High-pile storage
- Hazardous materials
- Emergency Responder Radio Communications Systems (ERRCS)
- Battery storage systems

Approved fire system plans will be issued a Job Inspection Card documenting required inspections. Cards shall remain on site at all times.

County DPLU Projects

- Submit three sets: two stamped approved and one duplicate copy retained by Fire
- Provide DPLU Form 308-Fire Mitigation Fee (not required for preliminary reviews or grading-only plans)

APPROVAL AND REVISION PROCESS

- Fire approval is conditioned upon field verification
- Revisions require clouded drawings and a written revision narrative
- Deferred submittals must be clearly listed on the initial approved building plans

APPLICABLE CODES AND STANDARDS

Plans shall comply with 2025 California Fire Code, 2025 California Wildland Urban Interface Code, 2025 California Building Code, 2025 California Residential Code, NFPA standards as adopted, and Vista Municipal Code and Vegetation Management Standards.

FEES

All fees are paid in person at the Cashiers desk located on the 1st floor at 200 Civic Center Dr, Vista, CA 92084. If paying by check, checks shall be made out to “City of Vista”.

CONTACT INFORMATION

Vista Fire Rescue-Fire Prevention Division

Phone: 760-643-2801

Email: VistaFireInspections@vista.gov

Development Services Permit Center

Phone: 760-639-6108

Email: buildinginspection@vista.gov

Service Availability

Monday through Thursday, 8:30 am-5:00 pm; Alternate Fridays, 8:30 am-4:30 pm