

**WATERWORKS DISTRICTS SOUTH MAINTENANCE AREA:
FIRE FLOW INFORMATION REQUEST – SUBMITTAL GUIDELINES/CHECKLIST**

- Fire Department’s Preliminary Fire Flow Requirements** for the proposed scope of work, such as: Fire Department’s “Building Plan Review Requirements” Report, listing “Action Required” items
- Grant Deed** with legal description
 - Trust Document* (if applicable)
 - LLC Agreement* (if applicable)
- Site Plan** showing scope of work
- Waterworks Fire Flow Information Request Form (WW1775)** signed and dated, mark the correct box for your request:
 - Fire Flow Availability Form
 - Fire Flow Test Data for On-Site System Design
 - Combined request
- Fire Flow Availability Statement** complete the front, sign and date
 - Form 195 – Single Family Residence
 - Form 196 – Commercial/Multi-Family Residential

At this point, Waterworks will review the request for completion and either: (A) draft a *Fire Flow Information Request Memo Billing*, (B) draft a *Water Service Application Processing and Water Supply Charges Memo Billing* for the owner to pay the difference in capital improvement charges* for their required fire flow, or (C) refer the project to the New Water Service/Plan Check Unit** to scope out the necessary system improvements to meet the *Fire Department’s preliminary fire flow requirements*

* If the owner is required to pay additional capital improvement charges for their property, all fees must be paid before a *Fire Flow Information Request Memo Billing* can be issued

** If project is referred to the New Water Service/Plan Check Unit, then applicant must sign a water system improvement agreement and pay the necessary plan check fees in order to obtain a set of approved Waterworks Plans for the required system improvements

DO NOT SUBMIT PAYMENT BEFORE WE ISSUE THE INVOICE

- Payment of Fire Flow Information Request Memo Billing**

Upon receipt of payment, Waterworks will complete the back of the Fire Flow Availability Statement (Form 195/196) and/or a Fire Sprinkler Design Information Form (WW639)

- Customer takes completed Fire Flow Information to the Fire Department to obtain Fire Flow Requirement **APPROVAL**

District No. 29 & Marina Del Rey
Calabasas Plan Check Office:
26600 Agoura Road, Suite 110
Calabasas, CA 91302

District No. 21
Santa Clarita Plan Check Office:
23757 Valencia Blvd
Valencia, CA 91355

(Visit <http://dpw.lacounty.gov/www/web/Forms/Forms.aspx> to download forms)