



San Ramon Valley Fire Protection District

Fire & Life Safety Division

1500 Bollinger Canyon Road, San Ramon, CA 94583

925.838.6600 [www.firedepartment.org](http://www.firedepartment.org)

## **PLAN SUBMITTAL GUIDELINES**

### **NEW SINGLE FAMILY/DUPLEX CONSTRUCTION**

The San Ramon Valley Fire Protection District developed this Plan Submittal Guideline Standard to be used as a guide for submitting plans for new single family or duplex construction.

#### **REQUIRED DOCUMENT SUBMITTAL**

1. Cover Sheet Information – Shall include: address of project; name, address and phone number of project owner; name, address, phone number, title and registration information of project design professional; application editions of state and local codes; description of project; occupancy classification for all building areas; type of construction; gross building area per floor; building height; fire sprinkler system (yes/no)
2. Plot Plan – Shall include: scale; lot dimensions; dimensions which indicate the distances from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and right-of-ways adjacent to the site with dimensions showing distances from the center line and edge lines of each adjacent right-of-ways to the adjoining property lines and existing buildings; location of easements and visible utilities on site; parking layout; location of all driveways including all measurements and grades; measurements showing access extends to within 150 feet of all sides of the first story; curb cuts and site entrances; location of all fire hydrants within 500 feet of site.
3. Floor plan identifying all room areas and uses
4. Stamp of Project Designer is required on all drawings.

#### **DEFERRED SUBMITTAL**

1. Fire Sprinkler Design Plans – Shall include: Design per NFPA 13D; scale; address; floor plan with interior walls and room names/use; size and type of domestic line; water meter size; current static water pressure; manufacturer specification sheets for materials used; type of piping; hanger spacing requirements per pip manufacturer; riser detail; installing contractor information; hydraulic calculations.
2. Stamp of Project Designer is required on all drawings.

#### **SUBMITTAL PROCESS**

Submit plans electronically. Visit [www.firedepartment.org/fire\\_prevention](http://www.firedepartment.org/fire_prevention) for more information or call 925-838-6600.