



**San Ramon Valley Fire Protection District
Fire & Life Safety Division**

1500 Bollinger Canyon Road, San Ramon, CA 94583
925.838.6600 www.firedepartment.org

PLAN SUBMITTAL REQUIREMENTS

SINGLE FAMILY/DUPLEX ADDITION/RENOVATION

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

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 pipe 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 for more information or call 925-838-6600.