



## PLAN SUBMITTAL REQUIREMENTS

### COMMERCIAL CONSTRUCTION ALTERATION OR ADDITION

The San Ramon Valley Fire Protection District developed this Plan Submittal Guideline Standard to be used as a guide for submitting plans for Commercial Construction Alterations or Additions.

#### **REQUIRED DOCUMENT SUBMITTAL**

Working plans shall be drawn to an indicated scale (not smaller than 1/8" = 1'), on sheets of uniform size. The following must be included in the plans:

1. **Cover Sheet Information:** job site address; business name; name, address and phone number of owner; name, address, phone number and stamp/signature of project designer/architect and/or engineer; occupancy classification(s); type of construction; basic description of project; editions of State and local governing codes.
2. **Plot Plan:** scale; lot dimensions; dimensions which indicate the distance from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and right-of-ways adjacent to the site; location of easements and visible utilities on site.
3. **Architectural Plan:** scale; floor plans identifying all room areas and uses, occupancy analysis; egress analysis; building sections; details of all fire rated assemblies; demolition plan; reflected ceiling plan; window schedule; door schedule; room finish schedule; exterior building elevations and exterior wall covering specifications.
4. **Electrical Plans:** complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels, lighting fixtures, emergency lighting, exit signs.
5. **Mechanical Plans:** complete mechanical plans and/or specifications sufficient to identify the size and location of all new and/or altered heating; ventilation and air-conditioning equipment; equipment schedule with BTU rating; smoke/fire damper locations etc.

#### **PLACE THE FOLLOWING NOTES VERBATIM ON THE PLAN**

1. One set of SRVFPD approved plans shall always be retained at the job site.
2. Buildings under construction or demolition shall conform to CFC Chapter 33. No smoking or cooking is allowed in structures where combustible materials are exposed or within 25 feet of combustible materials storage areas. Cutting, welding, or other hot work shall be in conformance with CFC Chapter 35.
3. In buildings four or more stories in height, standpipes shall be provided during construction when the height reaches 40 feet above the lowest point of fire department access. A fire department connection shall be no more than 100 feet from available fire department vehicle access roadways. A hydrant shall be located along the access roadway within 150 feet of the location that the FDC can be accessed from CFC 3311, 3314
4. Address numbers shall be provided for all new and existing buildings and shall be 6 inches high with a contrasting background and be visible from the roadway the building is addressed on. Temporary address numbers shall be provided on construction fencing or the building until permanent numbers can be provided. CBC 505

5. Locations and classifications of fire extinguishers shall be in accordance with CFC 906 and CCR Title 19. At least one extinguisher shall be provided during construction on each floor at each stairway, in each storage and construction shed, in locations where flammable or combustible liquids are stored or used, or where similar hazards are present per CFC 3316.1. Before final occupancy at least one 2A:10BC extinguisher shall be provided so that no point is more than 75 feet travel distance from the extinguisher. Extinguishers shall be located along the path of egress travel and in a readily visible and accessible location, with the bottom of the extinguisher at least 4 inches above the floor. Additional extinguishers may be required by SRVFPD inspectors depending on project or site conditions and final placement is subject to their approval.
6. Wall, floor, and ceiling finishes and materials shall not exceed the flame spread classifications in CBC Table 803.13. Decorative materials shall be properly treated by a product or process approved by the State Fire Marshal with appropriate documentation provided to the SRVFPD. Such items shall be approved and inspected by the SRVFPD prior to installation.
7. Knox boxes shall be provided for all doors giving access to alarm panels and/or fire sprinkler risers.
8. Dumpsters and trash containers exceeding 1.5 cubic yards shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines unless protected by an approved sprinkler system or located in a Type I or IIA structure separated by 10 feet from other structures. Containers larger than 1 cubic yard shall be of non or limited combustible materials or similarly protected or separated. CFC 304.3.3
9. Exits, exit signs, fire alarm panels, hose cabinets, fire extinguisher locations and standpipe connections shall not be concealed by curtains, mirrors, or other decorative material.
10. The egress path shall remain free and clear of all obstructions at all times. No storage is permitted in aisles.
11. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. Doors shall not be provided with thumb-turn locks or deadbolts that do not unlatch in tandem with the normal operating lever. The opening force for interior doors without closers shall not exceed 5 pounds. The unlatching and opening force for other doors, including fire doors, shall not exceed 15 pounds. CBC 1010
12. The exit path shall be clearly identified with exit signs conforming to CBC 1013. Illuminated exit signs must have 90-minute emergency power back-up.
13. The exit path shall be illuminated at all times in accordance with CBC 1008. Emergency lighting shall be provided with 90-minute back-up.
14. Rated assemblies shall conform to approved methods and materials of construction. Penetrations through rated walls, ceilings or floors shall be protected in an approved manner complying with CBC/CFC chapter 7.
15. Rated doors shall be self-closing and latching; such doors shall not be equipped with door stops or otherwise propped open. Rated doors shall be equipped with rated hardware. CFC 705
16. Approval of these plans shall not permit the violation of any code or law. Requirements or features not identified on the plan may apply and SRVFPD inspectors may require additional information or items from those shown on the plan depending on actual or anticipated field conditions. Such changes may necessitate submittal of revised or as-built plans to the SRVFPD.

### **SUBMITTAL PROCESS**

Submit plans electronically. Visit [firedepartment.org/submitplans](http://firedepartment.org/submitplans)