

July 1, 2010	<b>SANTA ROSA FIRE DEPARTMENT</b> FIRE PREVENTION BUREAU INSPECTION CHECKLIST
	<b>SINGLE FAMILY DWELLING PLOT PLAN</b>

<b>Address:</b>	<b>Permit #:</b>
<b>Inspector:</b>	<b>Date:</b>
<b>Inspector:</b>	<b>Date:</b>
<b>A-Approved, R-Re-inspection Required</b>	

**This Checklist outlines general requirements. Information contained herein applies to typical instances and may not address all circumstances.**

**FILE REVIEW**

- |    |                          |                          |                                     |
|----|--------------------------|--------------------------|-------------------------------------|
|    | <b>Y</b>                 | <b>N</b>                 |                                     |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Review Subdivision Conditions       |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Approved Alternate Method Submittal |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Previous Fire conditions.           |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Review Permits Plus notes           |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Review Fire fees.                   |

**CODE REFERENCES**

California Fire Code (CFC)  
 Santa Rosa City Code (SRCC)  
 Fire Department Wildland Urban Interface (WUI) Standard  
 Single Family Plot Plan Review Checklist

**REQUIRED PERMITS/APPROVALS** - Separate permits are required for:

- |    |                          |                          |  |
|----|--------------------------|--------------------------|--|
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Conditional Use Permit (zoning)  |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit (construction)   |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Fire Underground water supply (for on-site private fire protection features) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Fire Sprinkler installation  |

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- |     | Y                        | N                        |   |
|-----|--------------------------|--------------------------|---|
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Fire Alarm installation   |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <b>ENVIRONMENTAL SITE ASSESSMENT</b> – If required, a Phase I Environmental Site Assessment shall be approved prior to issuance of any grading, demolition or construction permits. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <b>FEES</b> – Permit fees entered in Permits Plus. 3 <sup>rd</sup> or greater checks require an hourly fee for the review.  |

**SITE PLAN**

**The site plan submitted must contain all of the following:**

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <b>SCALED DRAWING</b> – Must be drawn to scale, either 1" = 10' or 1' = 20', with the scale clearly marked on the plan.   |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <b>NORTH ARROW</b> – A reference to true north must be shown.   |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <b>OWNER INFORMATION</b> – The owner's name, address and telephone number.  |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <b>ENGINEER'S INFORMATION</b> – The engineer's name, address and telephone number.  |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <b>PROJECT LOCATION</b> – Assigned address, Assessor's Map reference and parcel number.   |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <b>LOT AREA</b> – Specify the size of the lot in square feet and in acres.  |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | <b>EXISTING FEATURES</b> – Include topography, ground elevations, existing structures, streets, driveways, bridges, curb lines, sidewalks, trees, utility poles, underground utilities, fire hydrants, utility vaults, right-of-ways, easements, storm drains, drain inlets, septic tanks, waterways and wells. |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | <b>PROPOSED BUILDING LAYOUT</b> – Proposed footprint of building, including set back lines and allowable building envelope.   |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | <b>DRIVEWAY</b> – Proposed driveway location, including width and grade.  |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | <b>ELEVATIONS</b> – Finished floor, basement floor, garage floor and foundation elevations.   |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | <b>WATER</b> – Verify size and location of existing water main and proposed lateral main. Include City Standard Trench and Connection Detail.   |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | <b>FIRE DEPARTMENT ACCESS TO PROPERTY</b> – SRCC 18-44.503.1.1, 18-44.503.2.1 - The fire department apparatus must be able to approach the building so as to  |

be within 150 feet of all portions of the first floor of the building, using an approved measurement route around the building. If this access cannot be accomplished by fire apparatus parked on the public roadway, a fire apparatus access road must be provided. The roadway must be constructed to meet or exceed City Street Design Standards (SRCC 18-44.503.2.3).

- |     | Y                        | N                        |  |
|-----|--------------------------|--------------------------|--|
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | <b>SURFACE</b> – CFC 503.2 Verify Fire Department Access Roads shall be designed to support the imposed loads of fire apparatus, shall be paved, and shall meet City Street Design Standards.  |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | <b>TURNING RADIUS</b> – CFC 503.2.4 - Access roads require a minimum 20’ inside turning radius and a minimum 40’ outside turning radius.   |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | <b>VERTICAL CLEARANCE</b> – CFC 503.2.1 - Unobstructed vertical clearance of 13’ 6” feet.  |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | <b>GRADE</b> – CFC 503.2.7, City Street Design Standards – A maximum grade of 15 percent.  |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | <b>TURNAROUNDS</b> – CFC 503.2.5 – An approved turnaround must be provided where the driveway or access road exceeds 150 feet in length and is a dead end.   |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | <b>FIRE LANES</b> – CFC 503.3 – Required fire apparatus access roads shall be marked in accordance with California Vehicle Code Section 22500.1. The required markings shall be maintained by the property owner.  |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | <b>BRIDGES</b> – CFC 503.2.6 – Bridges or elevated surfaces that are part of a required fire apparatus access road shall be designed, constructed and maintained in accordance with AASHTO Standard Specifications, and be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted with approved permanent all weather signs at both entrances of bridges. A minimum vertical clearance of 13’6” shall be provided. The maintenance of the bridge or elevated surface, all required signs and markings and vertical clearance is the responsibility of the property owner. |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | <b>TURNOUTS</b> – CFC 503.2.2 - One-way fire access roads or other narrow driveways may be required to be equipped with approved turnouts when dictated by site-specific conditions. Required turnouts shall comply with City Street Design Standard 205.  |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | <b>GATES</b> – CFC 503.6 – Gates across a fire apparatus access road must be approved by the Fire Department prior to installation. Approved gates must be installed a minimum of 20 feet from the roadway to allow a vehicle to stop at the gate without obstructing traffic on the primary roadway. Manually operated gates shall be equipped with an approved Knox company key lock; the lock shall be provided and maintained by the property owner. Powered gates shall be equipped with an approved Knox company access override system. All gates shall open inward and shall be no less in width as the access way.              |

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- |     | Y                        | N                        |  |
|-----|--------------------------|--------------------------|--|
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | <b>WILDLAND-URBAN INTERFACE FIRE AREA (WUIFA)</b> – Plot plans for project located in the WUIFA must demonstrate compliance with California Fire Code Chapter 47, California Building Code Chapter 7A and Santa Rosa Fire Department Vegetation Management Standard. Plans shall provide sufficient detail to demonstrate compliance. Include details of vegetation layout on property for the purpose of establishing defensible space requirements.  |
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | <b>30' -100' Firebreak Zone (<i>Reduced Fuel Zone</i>)</b> – Remove all flammable vegetation and any dead or dying plants within 30 to 100 feet of each side of the structure or to the property line, whichever is closer, in accordance with the Santa Rosa Fire Department “Vegetation Management Guide”. Single trees or other vegetation that are trimmed of all dead and dying foliage and are well pruned and maintained to not form a means of rapidly transmitting fire from other nearby vegetation to any dwelling or structure may remain. Hand out WUI Bulletin for homes within WUI areas. |