

SANTA ROSA FIRE DEPARTMENT

FIRE PREVENTION BUREAU STANDARD

July 1, 2010



PUBLIC OCCUPANCY WITH BAR AND/OR LIVE ENTERTAINMENT

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

PURPOSE

Businesses and venues open to the public for the purposes of the consumption of alcoholic beverages or live entertainment generally involve large gatherings of people. For this reason, the Fire Department conducts regular inspections of these types of facilities, during regular and peak operating hours, in the interest of maintaining the public's safety. The inspections focus on identifying and addressing problems associated with large groups of people, such as overcrowding and blocked exits.

CODE REFERENCES

The California Fire Code, as adopted by the City of Santa Rosa (Santa Rosa City Code - SRCC), is the primary Code used as the authority with both the inspections and the corrective actions that are necessary. These Codes are listed as "SRCC 18-44", followed by the particular code section. Other commonly used code references are the California Building Code (SRCC 18-16), the California Electrical Code (SRCC 18-32), the California Vehicle Code (CVC), the California Business and Professions Code (B&P) and Title 19 of the California Code of Regulations (CCR).

PERMITS REQUIRED

The City of Santa Rosa Community Development Department requires that a business obtain a Use Permit; this permit is based on the type of proposed activity and the location. A permit must also be obtained from the Fire Department for all businesses open to the public with a bar or live entertainment (SRCC 18-44.105.6.56).

FILE REVIEW

- FEES** – Permit fees entered in Permits Plus. 3rd or greater checks require an hourly fee for the review. The review will not be completed prior to a payment of one hour review time being received.
- COMMUNITY DEVELOPMENT APPROVAL** – Verify that the applicant has received approval and a Use Permit from Community Development for the proposed occupancy and activity. All proposed activity must be specifically approved by Community Development in the Use Permit. For example, general approval for a bar or night club does not automatically include approval for live music.
- BUILDING OCCUPANCY** – Verify that the location of the proposed activity is appropriately classified by the Building Official for such activity. For example, an existing building with an occupancy class "S" (storage) could not be used as a class "A" (public assembly) occupancy without specific approval from the Building Official. A change in the building's occupancy classification may require major additions or modifications to the building, such as installation of an automatic fire sprinkler system (SRCC 18-44.903.2.18.4).

SUBMITTAL REQUIREMENTS

Sets of plans shall be submitted to the City of Santa Rosa Community Development (CD) for review and approval prior to construction. Santa Rosa Fire Prevention personnel will review your submittal for fire and life safety compliance. Please review the referenced codes for specific requirements regarding your proposal. Identified requirements should be addressed with your plan submittal.

Each approved plan will have an approval letter from the Fire Prevention Bureau. Conditions may be identified which modify the actual plan approval. It is essential that the letter be reviewed and requested changes be made to the plans. Fire related plans such as the fire alarm, sprinkler, and/or underground fire service, will have separate Fire Department permit requirements, submittals and separate approved plans. A commercial plan review checklist is available for use in developing your plan by special request. You may provide your email address and receive the approval/correction letter via e-mail. The Santa Rosa Fire Prevention web page provides hand outs and links to SRF employee e-mail @ <http://www.santarosafd.com>.

SITE PLAN

The site plan submitted must contain all of the following:

- OCCUPANCY CLASS** – SRCC 18-16, Chapter 3 - Description of building use, and description of materials stored and used.
- SCALED DRAWING** – Must be drawn to scale, either 1" = 10' or 1' = 20', with the scale clearly marked on the plan.
- NORTH ARROW** – A reference to true north must be shown.
- OWNER INFORMATION** – The owner's name, address and telephone number.
- ENGINEER'S INFORMATION** – The engineer's name, address and telephone number.
- PROJECT LOCATION** – Assigned address, Assessor's Map reference and parcel number.
- LOT AREA** – Specify the size of the lot in square feet and in acres.
- EXISTING FEATURES** – 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.
- PROPOSED LAYOUT** – Proposed footprint of building, including set back lines and allowable building envelope.
- FLOOR PLAN** – Detailed scaled floor plan of the building interior, including the location and type of all proposed furnishings, decorations and lighting. The square footage of each room must be specified, along with the propose use of each room (bar, kitchen, fixed seating, dance floor, electrical room, storage, etc).
- DRIVEWAY AND PARKING PLAN** – Proposed driveway location, including width and grade, and detailed parking plan.
- GRADING PLAN** – Include lot grading, driveway grading and spot elevations where necessary.
- ELEVATIONS** – Finished floor, basement floor, garage floor and foundation elevations.
- EROSION CONTROL** – Specify plan for erosion and sediment control.
- WATER** – Size and location of existing water main and proposed lateral main. Include City Standard Trench and Connection Detail.
- SANITARY SEWER** – Size, type and location of existing sanitary sewer main, including upstream and downstream manholes. Show layout of proposed lateral service, including clean-outs. Include City Standard Trench and Connection Detail.
- DRAINAGE** – Show storm water drainage plan for property, using drainage arrows to indicate direction of flow away from structure and off of the lot without being a detriment to the adjacent property.

- ❑ **FIRE DEPARTMENT ACCESS TO PROPERTY** – 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).

REQUIRED INSPECTIONS

- ❑ **FINAL INSPECTION** - Prior to opening for business, a Fire Department final inspection must be completed.
- ❑ **KNOX BOX** – SRCC 18-44.504.1 - Required in buildings with hazardous materials, alarm systems, sprinkler systems or hazardous processes.
- ❑ **STORAGE AREAS** – SRCC 18-44, Chapter 23 - Details of commodity, storage method and height. Storage in excess of 12 feet in racks, or 15 feet in piles, may result in high-piled storage requirements such as smoke vents, draft curtains, access doors, hose stations, smoke detection systems and additional sprinkler requirements.
- ❑ **FIRE HYDRANTS** SRCC 18-44.508.1 - Fire hydrants shall be spaced along City streets at 500 ft intervals (300 ft intervals for homes within the VHFSZ) and along both sides of divided streets. Where flag lots are provided and buildings are set back from the street, a fire hydrant must be located within 150ft of all points of the first story of the home as measured by an approved unobstructed route. The installation of an additional hydrant (public or private) may be required to meet this spacing (refer to Appendix C, Table 18-44.C105.1). Fire hydrant design and installation is a separate permit.
- ❑ **FIRE SPRINKLERS** - SRCC 18-44.903.2.18.1 – An automatic fire sprinkler system is required for all new construction, and in existing buildings where certain additions increase the square footage (see SRCC 18-44.903.2.18.2), or where alterations or repairs involve more than 50 percent of the structure (see SRCC 18-44.903.2.18.3). An automatic fire sprinkler system design and installation require a separate permit and may be submitted separately.
- ❑ **SPARE FIRE SPRINKLER HEADS AND WRENCH** – NFPA 13, Section 2-2.7.1 - A representative sample of all fire sprinkler types and ratings in a system available as spares in case emergency replacement is needed; an appropriate sprinkler wrench is also required to be provided. These items must be stored in a metal “spare head” box and located near the fire sprinkler riser, or fire alarm panel.
- ❑ **FIRE ALARMS** – SRCC 18-44, Chapter 9 – A fire alarm system must be installed if required by the Fire Code, Chapter 9.
- ❑ **STANDPIPES** – SRCC 18-44, Chapter 9 – A fire standpipe system must be installed if required by the Fire Code, Chapter 9.
- ❑ **BUILDING ADDRESSING** - SRCC 18-44.505.1 - Illuminated, building-12 inches, two sides, contrasting background, plainly visible and legible from the road. Located at highest elevation of building. 6 inch suite numbers on front and back doors. Reference the Santa Rosa Fire Department Standard #15 – Illuminated Address Signs.
- ❑ **TRASH ENCLOSURES** – SRCC 18-44.304.2, 304.3, 304.3.2, 304.3.3 – Combustible waste cannot be stored in a manner that will create a nuisance or a hazard to the public health, safety or welfare. Trash containers more than 40 gallons must be made of noncombustible material. Trash containers (dumpsters) greater than 1.5 cubic yards may not be stored within five feet of combustible walls, openings or roof eave lines. Approved if sprinklered. Refer to the Santa Rosa Fire Department Standard #12 – Fire Sprinkler Protection for Combustible Waste Dumpsters and Containers.

- ❑ **FIRE DEPARTMENT ACCESS ROADWAY** – SRCC 18-44.503.1.1, 18-44.503.2.1 – An approved fire apparatus access roadway shall be provided and must be a minimum clearance of 20 feet wide and 13'-6" high. Buildings more than three stories in height require an approved roadway with a minimum clearance of 35 feet wide and 13'-6" height. The roadway shall extend to within 150 feet of all portions of the exterior of the first floor of the building as measured by an approved route around the exterior of the building. The roadway must be constructed to meet or exceed City Street Design Standards (SRCC 18-44.503.2.3).
- ❑ **TURNING RADIUS** – SRCC 18-44.503.2.4 - Access roads require a minimum 20' inside turning radius and a minimum 40' outside turning radius.
- ❑ **VERTICAL CLEARANCE** – SRCC 503.2.1 - Unobstructed vertical clearance of 13' 6" feet.
- ❑ **GRADE** – SRCC 18-44.503.2.7, City Street Design Standards – A maximum grade of 15 percent.
- ❑ **TURNAROUNDS** – SRCC 18-44.503.2.5 – An approved turnaround must be provided where the driveway or access road exceeds 150 feet in length and is a dead end.
- ❑ **FIRE LANES** – SRCC 18-44.503.3 – 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.
- ❑ **BRIDGES** – SRCC 18-44.503.2.6 – 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.
- ❑ **GATES** – SRCC 18-44.503.6 – 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.
- ❑ **OCCUPANT LOAD SIGNS** – SRCC 18-44.1004.3 – approved signs displaying the approved occupant loads for all public assembly areas shall be provided.
- ❑ **FLAME SPREAD RATINGS** – Interior wall and ceiling finishes must comply with SRCC 18-44.803 and Table 803.3. Upholstered furniture must comply with SRCC 18-44.805. Decorative materials must comply with SRCC 18-44.807.
- ❑ **FIRE EXTINGUISHERS** – SRCC 18-44.906.2, 906.6, Title 19 CCR, Section 567(h) - Minimum one extinguisher rated 2A:10BC for each 3,000 square feet, with a maximum of 75 feet of travel from any point inside the building. Must have at least one extinguisher on each level.
- ❑ **EXTERIOR WALL FIRE RATING** – SRCC 18-16.603.1, Tables 601 and 602, SRCC 18-16.704 – Fire rating is dependant on building construction type, height, and distance to property line.
- ❑ **FIRE RATING OF DOORS/WINDOWS** – SRCC 18-44.704, 704.8 - fire rating is dependant on building construction type and distance to property line.
- ❑ **COMBUSTIBLE PROJECTIONS** – SRCC 18-44.704.2 - Fire rating is dependant on building construction type and distance to property line.
- ❑ **AREA/OCCUPANCY SEPARATION LOCATIONS** – SRCC 18-16.508.2.2, Table 508.3.3 – Separations required are based on size and type of occupancies.

- ❑ **OCCUPANT LOADS** - SRCC 18-44.1004, Table 1004.1.1 - Room occupant loads must be listed on plans.
- ❑ **NUMBER OF REQUIRED EXITS** – SRCC 18-44.1005, Table 1005.1 – minimum two exits required bases on size and occupancy. “B” Occupancy, 1,500 square feet; “A” Occupancy, 750 square feet.
- ❑ **EXIT SIGN ILLUMINATION** – SRCC 18-44.1011.1, 1011.5.3 - Required when 2 exits are specified. Required to have back-up power supply or continuously (self-luminous) illuminate for minimum 90 minutes after power is disconnected
- ❑ **EMERGENCY LIGHTING** – SRCC 18-44.1006.1, 1011.5.3 - Required when building is occupied and must illuminate for minimum 90 minutes after power is disconnected.
- ❑ **EXIT DOOR SWING** – SRCC 18-44.1008.1.2 – Must open in the direction of exit travel when occupant load exceeds 50.
- ❑ **EXIT LOCKING HARDWARE** - SRCC 18-44.1008.1.8 - “No knowledge” single action lever or panic bar on all doors. The main entrance door may have approved “key locking” hardware on the door when a sign stating “door shall remain unlocked during business hours” is posted. Additional deadbolt locks not allowed unless connected to the panic hardware lever. Panic hardware required in Assembly rooms/buildings where occupant load exceeds 50. Manual flush bolts prohibited (SRCC 18-44.1008.1.8.4).
- ❑ **DISTANCE TO EXIT** – SRCC 18-44.1016.1, Table 1016.1 - Not to exceed 200 feet without automatic fire sprinkler system; not to exceed 250 feet if equipped with automatic fire sprinkler system.
- ❑ **EXIT ROUTE** – SRCC 18-44.1018.1 - Exits may not lead through hazardous rooms, exits must terminate at a public way, not obstructed by parking stalls.
- ❑ **EXIT SPACING** – SRCC 18-44.1019.4, 1015.2, 1015.2.1, 1015.2.2 - Exits shall be placed apart at least ½ the diagonal measurement of the room.