

SANTA ROSA FIRE DEPARTMENT

FIRE PREVENTION BUREAU PLAN REVIEW CHECKLIST

July 1, 2010



SANTA ROSA PLAZA

Address:		Permit #:
Inspector:	Date:	Status:
Inspector:	Date:	Status:
A-Approved; AC-Approved w/comments; I-Incomplete; D-Denied		

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

FILE REVIEW

- | | | | |
|----|--------------------------|--------------------------|---|
| | Y | N | |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Review file – If applicable, is there an alternate method application approved. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Review plans and plan notes. |

GENERAL

3. **Addressing – Storefront.** (CFC 18-44.505.1) A four-digit space number on the storefront - located on the right side when facing the storefront.
4. **Addressing – Tenant Space Identification.** (CFC 408.11.2) A four-digit space number and store name on the rear door from the tenant space. The legal three-digit space number. These markings must be at least one inch in height and permanently marked on the door in a contrasting color. (See example below.)

**Example: Management Office
Space 1071 (235)**

5. **Fire Extinguisher(s).** (CFC 906.1) One (1) 2A10BC minimum rated extinguisher for each 3,000 square feet of floor area.
6. (CFC 906.9) Ensure a notation to mount the extinguisher(s) three (3) to five (5) feet above the floor in a visible AND accessible location.
7. (CFC 906.6) Check the placement or notation of a FIRE EXTINGUISHER sign above each extinguisher. This sign is usually white on a red background with FIRE EXTINGUISHER spelled vertically.

FIRE SPRINKLER SYSTEM

8. (CFC 18-44.105) Notation: A permit is required for modifications to the sprinkler system. Work that requires the modification, addition or relocation of more than 6 sprinkler heads, submit plans and obtain a permit from the Fire Department.

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- | | Y | N | |
|-----|--------------------------|--------------------------|---|
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | (NFPA 13) Notation: A hydrostatic test is required if over 20 heads are modified, added or relocated. |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Notation for the general to contact the Plaza Management Office to shut down the sprinkler system 72 hours in advance. |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Notation that, regardless of the number of heads modified or installed, a sprinkler inspection is always required prior to close in of the overhead. Do not install ceiling tiles or coverings until an inspection has been made. |

Inspections shall be scheduled a minimum of 48 hours in advance. Directions for scheduling are found at: <http://ci.santa-rosa.ca.us/news/Pages/AutomatedFireInspectionRequestSystem.aspx>

OVERHEAD (KITCHEN) EXTINGUISHING SYSTEM

- | | | | |
|-----|--------------------------|--------------------------|--|
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | (CFC 18-44.105) Notation: If an overhead fire suppression system will be installed, note this as a deferred item and advise the applicant to submit plans to the Fire Department for review and approval. An installation permit is required prior to installation. Permit fees double if work is commenced prior to issuance of the overhead extinguishing system permit. |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | (CFC 904.11.5.2) Notation: A Class K rated fire extinguisher is required for any kitchen, in addition to other "A" rated extinguishers. |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | (CFC 904.11.1) Notation: A manual actuation device shall be located at or near means of egress, a minimum of 10 feet and maximum of 20 feet from kitchen exhaust system and located between 42-48 inches from floor. |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 904.11.1) Notation: Spaces with multiple systems shall have their manual means of activation identified, by a legible sign, identifying the area protected. Hoods shall also be identified. Example "System #2 – Griddle, Range & Fryer". |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | (CFC 904.11.2) Notation: Actuation of the system shall automatically shut down fuel or electrical supply to the cooking equipment. Fuel and electrical supply reset shall be manual. |
| | <input type="checkbox"/> | <input type="checkbox"/> | Note that the general must coordinate the interlocks to shut-off power to appliances, and electrical outlets, under the hood. This will require communication between the electrician and the fire suppression system contractor. |
| | <input type="checkbox"/> | <input type="checkbox"/> | Note that the general must coordinate the interlocks to shut off the supply fans with the mechanical contractor, the electrician and the fire suppression system contractor. |
| | <input type="checkbox"/> | <input type="checkbox"/> | Note that the suppression system firing valves are connected to the Plaza fire alarm control unit as an alarm point. |
| | <input type="checkbox"/> | <input type="checkbox"/> | Note that utilities supplying the cooking equipment must be in operation to conduct an acceptance test and not to request an inspection unless the gas and/or electric service is operational. |
| | <input type="checkbox"/> | <input type="checkbox"/> | Note that an inspection of the extinguishing system must be made 48 hours in advance of the desired time. |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | (CFC 904.11.3.1) Notation: Commercial cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation. |

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Y N

18. (CFC 904.11.4) Notation: Commercial cooking operations protected by an automatic sprinkler system must comply with *NFPA 13*, *UL 199E* and shall be supplied from a separate, readily accessible, indicating-type, control valve.
19. (CFC 904.3) Notation: System activation shall close or shut off the gas and electric supply to all appliances and electrical outlets under the hood. Activation of the fire suppression system shall activate the fire alarm system when the alarm is required to be inter-connected.

EXITS

20. (CFC 1011.1) Notation: If there are two (or more) exits that illuminated exit signs are required over all exits. If signs do not have a battery back-up power supply, illumination of the exit sign will be required to be provided from an emergency lighting unit.
21. (CFC 1006.3) Notation: If the occupant load is greater than 99, provide emergency path illumination through the use of wall or ceiling mounted battery packs or battery ballasts in recessed light units.
22. (CFC 1008.1.8.3) Notation: Door hardware must be "no-knowledge" on all exits. The main entrance may have one key or thumb-turn locking device if a sign displaying "This door to remain unlocked during business hours" is placed over the door.
23. (CFC 1008.1.8.3) Notation: Additional exit doors must be equipped with "no-knowledge" hardware. If a push bar alarm is used on the rear exit, no other locking devices are permitted. The locking device must be listed for use with the one hour fire assembly if opening into the one hour exit passageway.
24. (CFC 1008.2) Notation: If an electrically operated gate has been installed, the emergency gate release will be tested during the final inspection.
25. (CFC 1014.4) Notation: The exit path through the rear of the tenant space must be delineated on the floor to avoid obstruction to the exit path. If aisles are not obvious, the floor must be striped with tape or paint to delineate the path.
26. (CFC 402.4.5.1) Notation: Tenants with exits or equipment doors which open onto the one hour exit passageway must have a listed fire door assembly with a one hour rating.

SMOKE CONTROL SYSTEM

27. Notation: The Plaza is equipped with a smoke control system operated by the fire alarm panel. Plaza and tenant air handlers must be monitored and controlled by this system. As this is a part of the fire alarm system, only authorized personnel may perform the wiring, installation and testing of this system. There are specific requirements for devices, wiring methods, wire type, conduit and junction box locations.
28. Notation: If you have not been provided with the "Santa Rosa Plaza Main Mall Tenant Fire Alarm/Smoke Control Requirements" information, contact the Plaza Management Office.
29. (CFC 18-44.105.8) Notation: Obtain a "Fire Alarm System - Major Modification" Permit. This will usually be obtained by the fire alarm contractor.
30. (CFC 402.9) Notation: A performance test of the system will be required prior to your final inspection. This inspection must be coordinated with the Fire Department, Plaza Security and the fire alarm contractor.

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31. *[IMC 602.2.1]* Notation: The entire Plaza air handling system was designed using the overhead of tenant spaces as a return air plenum. The overhead is not protected by automatic sprinklers. Combustible material such as shelving, cabinets or other material may not be exposed to the return air plenum. Materials within plenums shall be noncombustible or shall have a flame spread index of not more than 25 and a smoke-developed index of not more than 50 when tested in accordance with ASTM E 84.

KIOSKS

32. *(CBC 402.10)* Notation: Kiosks shall be fire-retardant-treated; foam plastics shall not release more than 100 KW; aluminum composite materials flame spread index not more than 25; smoke index not to exceed 450.
33. *(CBC 402.10.3)* Notation: Kiosks shall be located a minimum of 20 feet, horizontally, from other kiosks and other structures.
34. *(CBC 402.10.4)* Notation: Kiosks, or similar structure or groupings thereof, shall have a maximum area of 300 square feet.

OTHER

35. *(CFC 1411.2)* Notation: Construction equipment and supplies may not be left in exit corridors or exit passageways as it obstructs the exit path.
36. *(CFC 1415.1)* Notation: Fire extinguishers are required during construction. Provide one (1) 2A10BC rated fire extinguisher for each 3000 square feet. Mount the extinguisher three (3) to five (5) feet above the floor. Extinguishers must have a current State Fire Marshal certification.