

**Redlands Fire Department
Community Risk Reduction Division**

**35 Cajon Street Suite 12
Redlands, CA 92373
(909) 798-7601**

**Fire Plan Examination
Submission Requirements**

CRR 21-901.2



CONTRACTORS – PLEASE REVIEW THE ENTIRE DOCUMENT

APPROVED & AUTHORIZED BY:

Christopher P. Jensen

**CHRISTOPHER P. JENSEN
FIRE MARSHAL**

DATE: JANUARY 1 2021

Fire Plan Examination-Submission Requirements

PURPOSE

The purpose of this policy is to provide the developer/contractor information on the fire plan submission requirements for specific fire plan examination of construction documents.

SCOPE

The scope of this policy is to be more specific about the construction documents that are required by the California Fire Code Chapter 9 Section 901.2 in order to conduct a thorough examination of the construction documents for permitting.

SUBMITTAL REQUIREMENTS

1. Electronic Submission

Effective January 1, 2021 Redlands Fire Department will only accept electronic submission of plans that are submitted directly to the Fire Department. Plans and specifications must be submitted in a PDF format to fireprevention@cityofredlands.org. PDF files must be set-up and titled as follows:

- A. Completed Fire Plan Application
- B. Fire Plan Construction plans
- C. Technical reports from specialized consultants (if required)
- D. Hydraulic Calculations (if required)
- E. Specifications and cut sheets
- F. Contractor License and Contact Information

2. Approval stamp designated area on the construction plans

There shall be a 6-inch high by 6-inch wide space provided on the lower right hand corner of the first page of the construction documents for approval stamps and notes. The box shall be titled – FIRE DEPARTMENT APPROVAL AND NOTES.

3. Turn-around performance for fire plan examination

The turn-around time for fire plan review varies based on the volume of plans that have been submitted for review. However, we try to maintain a performance benchmark of three-weeks for new submittals and two-weeks for resubmittals. Small tenant improvement projects we attempt to process weekly.

Expedited plan reviews are completed at the discretion of the Fire Marshal based on circumstances and the urgency behind the request. Additional fees may be required to perform the expedited review. A letter of request must be submitted with the electronic submission to the Fire Marshal requesting the expedited review and providing an explanation as to the reason or need for the expedited review.

4. Plans & Drawings

- Plans must be drawn to an architect or engineer scale and the scale must be indicated on the plans.
- All plan sheets are to be stamped with the contractor's license stamp and signed.
- Applicable codes and standards with the edition/year are to be listed on the plans.
- A clear scope of work must be listed on the plans and must be located above the Fire Department Approval and note area listed in item No. 2 above.
- Plans and drawings must be clearly legible and be of sufficient detail/information for the scope of work indicated.
- We **do not** accept plans and specifications that are marked as "draft", "not for construction", "for reference only", or "not for permit".
- Resubmittals shall indicate changes made by clouding the changes, details or information for clarity.

5. California Fire Code Chapter 1

The California Fire Code Chapter 1 Section 105.1.1 Permits Required. A property owner or owner's authorized agent who intends to conduct an operation or business, or **install or modify systems and equipment** that are regulated by this code, or to cause any such work to be performed, shall first make application to the fire code official and obtain the required permits.

The California Fire Code Chapter 1 Section 105.1.2 (2) Construction permit. A construction permit allows the applicant to **install or modify systems and equipment** for which a permit is required by Section 105.7.

The California Fire Code Chapter 1 Section 110.4 (RMC 15.20.110) Violations. Persons who shall fail to comply with any of the requirements thereof or **who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code**, shall be guilty of a misdemeanor, punishable by a fine of one thousand dollars (\$1,000) a day or by imprisonment not exceeding six months, or both such fine and imprisonment.

6. Plan Submission Requirements

- A. UNDERGROUND PRIVATE FIRE SERVICE WATER MAINS (FH's, Backflow, PIV, FDC, etc.)
 1. Completed application
 2. Scaled plans, details and section views
 3. Fire flow analysis and calculations – must be dated within the last 6-months)
 4. Hydraulic calculations
 5. Product submittal sheets for all equipment used
- B. AUTOMATIC FIRE SPRINKLER SYSTEMS
 1. Completed application
 2. Scaled plans, details, and section views
 3. Hydraulic Calculations
 4. Fire Flow test results (must be within the last 6-months)
 5. Product Submittal sheets for all equipment used
 6. Technical reports if required of the project

- C. AUTOMATIC FIRE ALARM SYSTEMS
 - 1. Completed application
 - 2. Scaled plans, details, and battery and voltage drop calculations
 - 3. Product submittals for all equipment used
 - 4. California State Fire Marshal listings/approvals

- D. FIXED FIRE SUPPRESSION SYSTEMS
 - 1. Completed application
 - 2. Scaled plans, details, and section views
 - 3. Product submittal manufacturer technical bulletin

- E. FIRE PUMPS NOT PART OF AUTOMATIC FIRE SPRINKLER SYSTEM
 - 1. Completed application
 - 2. Scaled plans, details, and section views
 - 3. Hydraulic Calculations
 - 4. Fire Flow test results
 - 5. Product submittals for all equipment used
 - 6. Electrical permit package submitted through the one-stop permitting center
 - 7. Technical reports if required of the project

- F. CO2 RELEASE ALARM MONITORING
 - 1. Completed application
 - 2. Scaled plans, details and section views
 - 3. Product submittals for all equipment used
 - 4. Emergency protocols handbook for the owner (customer)

- G. GATES AND BARRICADES ACROSS FIRE APPARATUS ACCESS ROADS
 - 1. Completed application
 - 2. Scaled plans (site plan), details and section views
 - 3. Product submittals for equipment used specifically indicating UL 325 and ASTM F2200 requirements and compliance
 - 4. Letter of understanding from property owner regarding maintenance and responsibility to ensure immediate action to repair deficiencies at any time.

- H. EMERGENCY RESPONDER RADIO SYSTEM
 - 1. Completed application
 - 2. Scaled plans, details, section views
 - 3. Scaled plan indicating required grids for field testing
 - 4. Product submittals for all equipment used
 - 5. Minimum qualifications compliance per California Fire Code Chapter 5 Section 510.5.2
 - 6. The technical criteria found in the California Fire Code Chapter 5 Section 510.4.2.2
 - 7. Standby power requirements per California Fire Code Chapter 5 Section 510.4.2.3

7. Fees for fire plan review/examination

Fees for plan review/examination will be charged and must be fully paid prior to issuance of a construction permit. Fire plans submitted for review that have not been picked up will be

invoiced and required to be paid. If the fire plans submitted are not being installed or the developer has changed contractors it is incumbent on the contractor who submitted the plans to make written notification of cancellation to the Fire Marshal. If plans have already been reviewed by the fire plans examiner then the fees will still apply and must be paid.

The fees for fire plan review/examination cover the initial submittal and one resubmittal. Repeated resubmittals will be charged additional fees.

8. Fees for fire inspection

Fees for fire inspection of construction projects permitted by Redlands Fire Department will be charged at the same time the fees for fire plan review/examination. All fees are required to be paid in full prior to release of construction permits.

9. Where Do I Pay My Fees

Checks shall be made payable to the City of Redlands. Please be sure to include the permit number on the check for cross referencing. Fees may be paid by mailing the check and a copy of the invoice to Redlands Fire Department at 35 Cajon Street, Suite 12 Redlands California 92373. You may also pay fees in person by using the drop box located at the City of Redlands 35 Cajon Street Suite 15B Redlands CA 92373. Please be sure to make a copy of the invoice for the City and attach it with your payment. Receipts will be mailed with the permit cards.

10. Construction permit issuance

Once the plans have been approved and all fees have been paid a construction permit will be issued on the City of Redlands Fire Department Permit card for the specific system permitted. The construction permit card will be mailed to the applicant to the address indicated on the completed application. The electronic approved plans will be emailed to the applicant at the email address indicated on the application. Plans and specification once approved shall not be changed or altered without written approval from Redlands Fire Department. See Section 5 above for penalties that will apply.

The construction permit shall remain on the construction site at all times and be made available to the fire inspector upon request.

11. Fire Plan Review – Corrections Required

If fire plan review is completed and corrections are required the plans and a correction letter will be emailed to the applicant listed on the application. Upon resubmission of the corrected plans and specifications the corrections shall be clouded on the plans and a letter of response must be provided to assist with expediting the resubmission review process.

12. Plan amendment

A plan amendment is required when a fire inspector performs a fire inspection and changes have been made in the field that are not minor in nature and require further fire plan examination to verify the code requirements are in compliance. Plan amendments require additional fees to be paid. The fire inspector will decide if the project requires a plan amendment and direct the contractor accordingly. If a plan amendment is required the fire inspector will not

sign off on any inspection or test being performed until the plan amendment approval has been provided.

13. As Built plans

An as built plan is required when field modifications of a minor nature have been made and the fire inspector can make the determination that the codes and standards have been met. As built plans are for minor changes only and are within the fire inspector's scope of authority. As built plans must be submitted and marked as an "AS BUILT PLAN" with the date and submitted electronically referencing the F-Permit Number. These will be kept on record for future reference.