

**South San Francisco Fire Department
Division of Fire Prevention**

**Plan Submittal Requirements
Fire Protection System and Equipment Installations, Temporary Uses, Permits**

Welcome to the South San Francisco Fire Prevention Division. This handout is to assist you in preparing your submittal for plan review. "Section A" below lists the minimum information required for most plan submittals. Additional plan information that may be needed is listed in Section B.

To initiate the plan review process, a fire permit application must be completed and submitted. Contractors must possess a valid State Contractors License number and City of South San Francisco business license. A plan review fee will be due at the time of submittal or permit issuance. Permit and plan check fees are based on valuation; an executed contract is required at the time of submittal. Expedited plan review is available for an additional fee.

SECTION A:

A MINIMUM OF TWO (2) COMPLETE SETS OF PLANS MUST BE SUBMITTED WITH ALL APPLICATIONS FOR FIRE PERMITS; THE FIRE PREVENTION DIVISION WILL KEEP ONE COPY. Minimum paper size is 18"x24", maximum size is 30" X 42" minimum scale 1/8".

ALL PLAN SETS SHALL INCLUDE THE FOLLOWING:

1. TITLE BLOCK: This should include such information as Owner's name, Contractor's name, project address, construction type, occupancy group, applicable code editions, sheet index and any other relevant information.
2. A PLOT PLAN: Fully dimensioned, showing property lines, streets, driveways and locations of buildings, fire hydrants and water supply mains, and easements. This is not required of tenant improvement work.
3. FLOOR PLAN: Show the size and intended use of all rooms, show type, sizes and locations of all doors and windows.
4. ELEVATION PLAN: Show relevant interior, exterior elevations and cross sections. Include ceiling configurations, soffits and drop ceilings.
5. IN GENERAL: Detail any special features, such as; stairway construction, attic construction, fireplaces, balconies, trusses, etc. Provide notes for any specification which

cannot be detailed. Installations per a specific standard should use the requirements within that standard.

6. **SPACE FOR APPROVAL STAMP:** Provide a clear space of approximately 5"x7" near the title block to allow for the approval stamp, preferably in the lower right hand corner of the plan.

FOR ALL PLANS: The person who drew the plans must sign all sheets. Indicate State Contractor's License number and expiration date, name of company, phone number of designer, fax number, email address and address of designer.

SECTION B:

OTHER ITEMS WHICH MAY BE REQUIRED:

- FIRE SPRINKLER PLANS:** To include hydraulic calculations and manufacturer's specification sheets.

- MECHANICAL PLAN:** System locations, distribution and HVAC specs. Smoke control requires rational analysis.

- FIRE ALARM PLAN:** Single line schematic showing panels, conduit sizes, conductor sizes and type, operational matrix. Voltage drop calculations, back-up battery supply, State Fire Marshal listings, manufacturer's specification sheets, etc.

- FIRE EXTINGUISHING SYSTEM:** Hood/Duct extinguishing systems, FM200 and other systems shall provide any and all information needed to complete plan review.

- OTHERS:** Permits may be required for certain types of uses, storage or occupancies based on the hazard. When required, plan review submittal for these permits types should provide as much information as possible in order for the fire department to review adequately.

PLEASE NOTE:

Typical turn-around time for plan review is approximately 2-3 weeks depending upon the size and complexity of the project. Please call (650) 829-6645 with any questions.