Plan Submittal Minimum Requirements For

FIRE PROTECTION SYSTEM PERMITS

1. **Two (2) sets of complete plans shall be submitted;** partially completed plans will not be accepted.
2. All plans and applications shall include an accurate description of the entire scope of work.
3. Plans must be legible, blue-line or copies (no ink), fully dimensioned and drawn to scale on sheets which are at least 11" x 17".
4. The plans submitted must be specifically for the appropriate fire system only. The use of electrical, architectural or other plans will not be accepted unless all non-applicable portions of the plans are omitted. Ancillary notes not pertaining to the specific project shall not be included in plans.
5. Scale shall be at least 1/8". For complex portions of plans, ¼" or larger scale details shall be provided.
6. The plans submitted shall include the following information:
    - The contractor's title block with name as it appears on license, address, phone number, contractor's state license number and type.
    - Pages shall be numbered and a sheet index shall be provided on the cover page.
    - Project address, including suite number.
    - Owner and occupant name, address, and phone number.
    - A key plan showing the area of work within the structure.
    - The codes and their editions applicable to the project.
    - North arrow.

ADDITIONAL FIRE ALARM SYSTEM PLAN SUBMITTAL REQUIREMENTS

1. The application shall include the number and type of each device to be added, relocated or removed.
2. Installing contractor's UL listing number ("S" followed by a three or four digit number), and the central station monitoring company name, address, phone number and UL listing number.
3. Two sets of submittals with:
    - Manufacturers' cut sheets for all components proposed. Cut sheets with multiple products shall be clearly marked to identify which product is proposed.
    - Each cut sheet shall clearly mark the amperages for both standby and alarm condition of all components (including FACP itself; power expander panel itself; all panel components).
    - Current CSFM listing sheets for all components.
    - For new systems, submittals shall be in a binder with separate sections for each type of component. An index sheet shall be provided at the beginning of each section, and a master index at the beginning of the binder.
4. The following items shall be shown on the plans:
    - A complete floor plan with point-to-point wiring diagram and the specific use of all rooms / areas.
    - All conductors – number, types and sizes.
    - All fire-rated assemblies (corridors; walls; ceilings; shafts) with their required hourly ratings. Provide details of firestopping for all penetrations through same.
    - Voltage drop for ALL notification circuits, including speaker circuits.
    - Battery calculations.
    - A single-line riser diagram (where more than one panel is involved, show interconnection of all panels, and clearly show exactly which circuits are connected to which panel) [a].
    - Each notification device with its circuit number.
    - Each visual notification appliance's candela rating.
    - Proposed verbiage for all annunciation zones and device addresses.

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[a] Examples: - Speakers/strobes are not wired to a power expander. The strobe portion is, but the speaker circuit is wired to a transponder or amplifier. The riser diagram shall clearly show this. Where multiple power expanders are involved, show the specific panel supplying each circuit. Do not show schematically, such as 10 circuits from 3 panels.

5. The City of Glendale requires, for certain occupancies, metallic conduit for all fire alarm and associated telephone wiring. When applicable, provide note on plans.
6. The following notes shall be included on plans for NEW systems/panels:
   - "This system is required to be UL certificated. A copy of the serialized UL certificate and a signed maintenance agreement shall be provided to the field inspector prior to or upon final inspection."
   - "A custom made sign shall be posted on or adjacent to the FACP specifically for responding firefighters. The sign shall have the building address, simple step-by-step instructions for panel operation, and the approved matrix operations."
   - "Primary power for the fire alarm system shall be by a dedicated circuit breaker with a lock-out device."
   - "Audible signal shall be temporal pattern" (not applicable to voice evacuation type systems).
7. Provide the following note for alterations to existing systems which are UL Certificated: "This system is currently UL certificated. A record of changes to the system will be kept on file and the certificate will be revised on a regular basis."
8. For all fire alarm systems, rough and final inspections are required. Include notes on plans.

ADDITIONAL HOOD EXTINGUISHING SYSTEM PLAN SUBMITTAL REQUIREMENTS

1. The application shall include a complete list of each appliance and its size, and the total number of nozzles.
2. A complete manufacturer's manual, latest edition, for the proposed system shall be provided.
3. Note on plans stating, "The hood extinguishing system shall be interconnected to the building fire alarm system under separate permit". If the building has no fire alarm system, state so on the plans.
4. Each cooking appliance shall be identified and fully dimensioned consistent with the terminology and dimensions used in the manufacturer's design manual.
5. The complete duct run, with dimensions, shall be shown until termination.
6. Provide a table of nozzles, appliances/areas protected, flow points used, maximum flow points available, nozzle identification, and maximum and minimum allowable heights of nozzles above appliances.
7. Show all exits from the area involved.
8. "K" fire extinguisher shall be provided in recessed or semi-recessed cabinet and be located together with the manual pull station, both mounted at 48" AFF maximum to the top.

ADDITIONAL FIRE SPRINKLER PLAN SUBMITTAL REQUIREMENTS.

1. The application shall include the numbers of riser, FDCs, hose valves, and sprinkler heads.
2. Two sets of submittals with:
   - Manufacturers' cut sheets for ALL components proposed. Cut sheets which contain multiple products shall be clearly marked to identify which product is proposed.
   - For new systems, submittals shall be in a binder with separate sections for each type of component. An index sheet shall be provided at the beginning of each section, and a master index at the beginning of the binder
3. Plans showing all the required information as detailed in NFPA 13 "working plans".
4. Show termination of all sprinkler drains (shall not cross public sidewalks).
5. Provide a fire sprinkler head symbols list for each type used, which includes manufacturer, model, K-factor, orifice size, temperature, and S.I.N.
6. Provide brand names and schedules for all piping.
7. Provide two sets of hydraulic calculations to include all the information as detailed in NFPA 13.
8. Provide copy of the water flow test completed by the Fire Prevention Bureau.
9. When welded piping is to be used; provide note on plans, "Welded piping to be in accordance with NFPA 13 and be inspected by the GFD prior to hanging."
10. When CPVC piping is used, copies of each installer's CPVC installation training certification shall be provided on the plans.
11. Include notes regarding the required inspections. These vary depending on the project (new or T.I.), water purveyor (GWP and CVWD), and system type (13 or 13D). Contact us for specific direction.