



GUIDELINES FOR FIRE FINAL INSPECTION

This guideline addresses many of the most frequently asked questions contractors have as they approach their final inspection. *The majority of information in this notice is already on your approved set of plans.* If there is a conflict of information between this guideline and your approved plans, please contact the Fire Prevention Division for clarification. This notice shall in no way be construed to either supersede and/or eliminate requirements on your approved plans. You will be required to comply with all applicable Fire Department notes & details as shown on your approved plans. The most current California Fire and Building Code shall be used in absence of specifics from the plans and this guideline. Additional handouts are available from the Fire Prevention Bureau.

Fire Lanes & Access

- Fire apparatus access roads shall have an unobstructed width of not less than 20 ft. and an unobstructed vertical clearance of not less than 13 ft. 6 in. the road shall be capable of supporting 67,000 lbs. and shall have an all-weather surface, to within 150 ft. of all sides of the building.
- Security gates shall be provided with Fire Department approved key entry system.
- Post signs as shown on approved plans and/or as required by the Fire Inspector.
- Fire Lane Guidelines are available from the Fire Prevention Bureau.**

Street Address

- Street address 6 in. height x $\frac{3}{4}$ in. stroke.
 - Minimum 9 in. height x $1\frac{1}{4}$ in. stroke when 36-50 ft. from the street fronting the property.
 - Minimum 12 in. height x $1\frac{1}{2}$ in. stroke when over 50 ft. from the street fronting the property.
- Interior mall or residential address minimum is 4 in. height x $\frac{1}{4}$ in. stroke.
- Address shall be contrasting to background and visible from street fronting the property.

Knox Box

- Fire Department key boxes may be ordered from www.knoxbox.com. The hinged type is required for commercial project.
- Mount unit at or near main exterior building entrance at a height of 6-8 ft. above finished floor.
- Have all Knox Box door decal on hand for the Fire Inspector.
- All keys for Knox Box shall be on site, properly identified with key labels, and ready to be placed in Knox Box.
- If applicable, elevator key shall be onsite, properly identified with key labels, and ready to be placed in Knox Box
- Other items for Knox Box: Fire Alarm Keys Elevator Key Point of Contacts
- Industrial and Commercial sites containing Hazmat shall provide cabinet for vital HMMP/HMIS/MSDS, floor plans, shut off valve locations, and evacuation procedure. Knoxbox.com

Fire Extinguishers

- Size and type of extinguisher(s) shall be provided per approved plan. Confirm placement with Fire Inspector.
- Extinguishers not exceeding 40 lbs. shall be installed so that the top of the extinguisher is no more than 5 ft. above the floor.
- Extinguishers exceeding 40 lbs. shall be installed so that the top of extinguisher is no more than $3\frac{1}{2}$ ft. above the floor.
- In no case shall the clearance between the bottom of the extinguisher and the floor be less than 4 in.

Exit Doors

- Key locking hardware may be used on main exit, single or double doors if required signage is installed. (B, F, M, & S occupancies only).
- Power doors shall be operable at all time and have approved signage.
- All other exits shall be openable from the inside with no special knowledge or effort (no dead bolts, flush bolts etc.)

Illuminated Exit Signs/Mean of Egress

- Test all exit signs on emergency backup system.
- Test all egress illumination on emergency backup system.

Occupant Load

- Appropriate occupant load sig shall be posted as required on plan for all places of assembly. It shall be posted in a conspicuous place near the main exit doorway from the room.
- Posting shall be by means of a durable sign having contrasting color from the background indicating the number of occupants permitted for each room use.
- Letter shall be a minimum 2 in. height x $\frac{1}{2}$ in. stroke.

All the following systems require separate plans, application review, permit and fee. Any fire systems plan included on the building permit are bid purposes only

Underground Fire Lines

- Fire Department approved underground fire lines as built plan on site.
- Provide Fire Inspector with completed **NFPA 24 “Material and Test Record”**
- All new underground fire lines require 200 psi pressure test (2 hours)
- Center load leaving all pipe fittings exposed for inspection
- All underground thrust blocks in place
- All underground bolts/nuts, tie rods shall be mastic coated.
- FDC street riser completely wrapped. (Minimum 10 mil tape)
- FDC street riser clearly marked with address number
- PIV valve with wrench, padlock and key. (Key placed in Knox Box)
- SFD Underground Fire Line Guideline available from the Fire Prevention Division.**

Fire Hydrants

- All required hydrants shall be 18” minimum from center of lowest outlet to finish grade
- All new private, yard or city right-of-way hydrant(s) to be glow tested for required fire flow.
- All private and city right-of-way hydrants to be painted safety yellow (Kelly-Moore Kel-Guard Enamel).
- All yard hydrants to be painted safety red (Kelly-Moore Kel-Guard Enamel).
- Proper blue dot street markers required on all fire hydrants.
- All hydrants outlet thread to be coated with “never seize” lubricant.
- Installation per Public Works Standard 33 & 34, Standards available from Fire Prevention Division**

Fire Sprinkler Systems

- Fire Department approved fire sprinkler as built plans on site.
- Provide Fire Inspector completed **NFPA 13 “Material and Test Certificate”**
- New piping systems, including shell without below T-bar ceiling drops installed, tested at 200 psi test for 2 hrs.
- Modification affecting 20n or fewer sprinklers shall not require testing in excess of working pressure. IF modification cannot be isolated the system shall not be tested in excess of working pressure.
 - o T.I. – Provide current NFPA 25 service reports by qualified company (within the last 12 months)
- FDC shall have appropriate locking plugs (Knoxbox.com)
- The design data shall be identified with a permanent marked weatherproof metal or rigid plastic sign secured to the riser with corrosion resistant wire, chain, or other approved means.
- All exterior fire appliances i.e. FDC, PIV, Riser, etc. shall be painted Safety Red enamel
- All interior/exterior sprinkler escutcheons in place
- Exterior fire bell in place and operational
- Sprinkler flow switch to be set to a 30-60 second delay
- Sprinkler head box with no less than six spare head replacements. Provide each type with matching escutcheons and sprinkler head wrench.
- All required sprinkler valve signage in place.

Fire Alarm Systems

- Fire Department approved fire alarm as built on site
- Fire Alarm contractor to have field technician on site for testing with Fire Inspector.
- Provide Fire Inspector with completed **NFPA 72 “Record of Completion”**
- Test results shall be faxed to Fire Prevention Bureau (831. 775. 4257)
- Fire alarm panel instructions on site and posted for Fire Department suppression personnel.
- Key for fire alarm panel and pull station to be placed in Knox Box.
- Fire alarm signage in place (by fire alarm company).

Commercial Hood and Duct Suppression System

- Fire Department approved hood and duct suppression system as-built on site.
- Connected to the fire alarm system. (Not required if existing building with no fire alarm system)
- Suppression system interconnected to the fuel or current supply, and electrical receptacles under the hood.
- The make-up air shall shut off upon actuation of the system.
- Test manual, automatic operation and conduct balloon test.
- A Class “K” extinguisher shall be installed within 30 ft. of the cooking area.

Provide Fire Department with one 8 ½ x 11 plan indicating the underground system, fire protection, and fire alarms systems.