



## Phased Permit Buildings Submittal Guide

### GENERAL INFORMATION

The Phased Permit Building Program was created to allow building permits to be issued in phases for complex facilities. The following are the minimum requirements to be provided by the project team and approved by the Office of the State Fire Marshal, prior to any permits being issued or commencement of construction; Any holders of a Phased Permit proceed at their own risk without assurance that a permit for the entire structure will be granted;

### PREREQUISITES

The following are the minimum requirements to be eligible for phased permitting:

- The project construction duration must exceed twelve (12) months from foundations to final Certificate of Occupancy.
- A preliminary meeting is required between the Office of the State Fire Marshal (OSFM), State Agency representative, owner representative, and the various project designers to review the project scope, the proposed phased permit schedule, the valuation of each proposed design phase, and to answer any questions the State Agency or designers may have regarding the phased permit process or code requirements.

### PRELIMINARY MEETING

The preliminary meeting will be scheduled with the OSFM. The attendees must include the State Agency representative, owner representative, principal design professional, architect, structural engineer, mechanical engineer, electrical engineer, civil engineer and contractor. Please call (916) 445-8550 to schedule this required preliminary meeting.

#### **The project team shall provide the following information at this meeting:**

1. A list of the State Agency representative(s), owner representative(s), and the design professionals associated with the project;
2. A detailed description of the entire project and property ownership;
3. A preliminary design, permit, and construction schedule;
4. A narrative of the scope of work proposed for each permit phase (the phases must conform to those described below, additional phases may not be added, but phases can be combined);
5. A site plan indicating all existing and proposed property lines showing the project location and yards;
6. A sufficient number of building elevations and cross sections necessary to convey the overall scope of the project; and
7. Any project specific information.

#### **The OSFM will provide the following information:**

1. A review to verify minimum submittal requirements have been met;
2. Answer questions pertaining to minimum code requirements;
3. Describe construction limits which will be placed on each of the proposed phased permit applications;
4. Review the proposed phased permit application and describe any necessary modifications to the preliminary application; and
5. Agreement on phased approach and schedule.

## **PHASE I DESIGN - CODE ANALYSIS PACKAGE**

Phase I of the phased permit process is the submittal of the Code Analysis Package. These construction documents must be submitted for review and include the following:

- A. The Fire Protection Report signed by a licensed California Fire Protection Engineer;
- B. Descriptive and complete scope of work;
- C. Design Summary/Code Analysis including;
  - 1. Proposed building uses/occupancies.
  - 2. Separated or Non-separated design.
    - a) Mixed-Use design analysis.
  - 3. Building construction type.
  - 4. Building area (in square feet).
  - 5. Number of stories.
  - 6. Actual building height.
  - 7. Area increase.
    - a) Justify allowable area(s) increase, show area(s) using frontages, justify each proposed increase.
  - 8. Height increase justification.
    - a) Provide allowable building height increase analysis.
  - 9. Occupant load of each building (itemized by each proposed use).
  - 10. Occupant load for entire building and each floor.
  - 11. Fire Sprinklers.
  - 12. Fire Alarm.
  - 13. Other fire protection systems proposed.
  - 14. Fire protection design, including all passive and active elements and design.
  - 15. Accessibility analysis.
  - 16. Confirm if the site in a High Fire Hazard Severity Zone.
  - 17. Emergency Responder Radio Coverage (if applicable).
- D. Site Plans which indicate all existing and proposed property lines, easements, fire department access, all accessibility routes on the property between buildings including from the right-of-way and all buildings/structures, and separation distances;
- E. Utility Plans indicating all fire hydrant locations, documentation of required fire flow, and all underground plumbing, electrical and mechanical (if applicable);
- F. Completed plan review application with phase clearly indicated and phased design schedule; and
- G. Applications for any known alternate materials and/or alternate methods which may be required.

## **PHASE II DESIGN - CIVIL/GRADING/UTILITIES/FOUNDATIONS**

The second phased permit submittal package is typically the grading, underground utilities, and the foundations for the entire project. The required construction documents include the following:

- 1. All previously submitted and approved documents with any deviation from approved documents noted;
- 2. Completed plan review application with phase clearly indicated and phased permit schedule;
- 3. A complete grading and drainage plan, including landscape and irrigation, and any temporary or permanent dewatering system for the entire site;
- 4. All soil bearing pressures taken directly from the Geotechnical reports prepared by a California registered civil engineer;
- 5. Complete structural foundation plans, calculations, and all other supportive data for this phase;
- 6. All electrical, mechanical and plumbing plans associated with the scope of work proposed for the foundation design phase;
- 7. Electrical power distribution plans including all grounding and bonding;
- 8. Architectural plans of the exterior elevations for each building or structure;
- 9. Architectural floor plans of the first floor for the building(s); and
- 10. Fire Department vehicle access (during construction).

### **PHASE III DESIGN - STRUCTURE PLAN**

The third phased permit submittal is for the entire structure of each building or for the entire project, dependent upon the approved phased permit schedule. The required construction documents include the following:

1. Completed plan review application with phase clearly indicated and phased design schedule;
2. All previously submitted and approved documents with any deviation from approved documents noted;
3. Complete sets of all structural plans, calculations, and all other supportive data;
4. Complete exterior wall cladding designs including all structural connection details and edge of slab protection details;
5. Stairs, handrails and guards, and associated cross-sections and details;
6. All electrical, mechanical, and plumbing plans associated with the scope of work proposed for the structural design phase (i.e., concrete or masonry embeds);
7. Electrical power distribution plans including all grounding and bonding;
8. Steel fireproofing plans and schedules which must include:
  - a. Structural framing backgrounds with hourly fire-resistance ratings.
  - b. Fireproofing schedules.
9. Architectural reference plans of the exterior elevations for each building; and
10. Architectural reference floor plans of each floor of each building.

**Note:** *Phase III and Phase IV can be combined into one submittal.*

### **PHASE IV DESIGN - COMPLETE ARCHITECTURAL, ELECTRICAL, PLUMBING, AND MECHANICAL DESIGNS**

The fourth phased submittal package is typically the complete architectural, electrical, mechanical, and plumbing designs either by individual building(s) or for the entire project, dependent upon the approved phased permit schedule.

Architectural plans will include but are not limited to:

1. Completed plan review application with phase clearly indicated and phased permit schedule;
2. All previously submitted and approved documents with any deviation from approved documents noted;
3. Floor plans which indicate the use of each space and all wall types;
4. Exterior and interior elevations;
5. Roof and floor/ceiling assemblies, any horizontal assemblies, penetrations protectives, and reflective ceiling plans;
6. Interior and exterior wall plans including all wall framing details, fire-resistance-rating details and connection to structure details indicating all fire walls, fire barriers, shaft enclosures, fire partitions, smoke barriers, smoke partitions, penetrations, fire-resistant joint systems, opening protective's, exit enclosures, all construction details and fire-stopping methods;
7. Exterior wall cladding systems, including Exterior Insulation and Finish Systems (EIFS), curtain walls, store fronts, etc., and all edge of slab protection details (if applicable);
8. Furniture and fixture plans per floor;
9. Seating plans for all possible event configurations (if applicable);
10. Building cross-sections;
11. Door & window schedules including fire-resistance ratings;
12. All necessary architectural details;
13. Stairs, handrails and guards, and associated cross-sections and details; and
14. Interior and exterior floor, wall and ceiling finishes, including; schedules and details.

#### **Mechanical/Plumbing Plans for the scope of work should include the following:**

1. Site Utility Plan, indicating cooling towers, fire pumps, private and public sewer lines, manholes, cleanouts, materials, sizing, and slopes;
2. Mechanical and plumbing floor plans (indicating all fire-resistance rated walls and horizontal assemblies and the required duct and air transfer opening protection);
3. All equipment and fixture schedules (for both plumbing and mechanical);
4. Provide calculations for minimum outside air ventilation requirements;
5. All refrigeration systems, refrigerant classifications, machinery rooms, and piping;

6. All smoke control and smoke exhaust designs (if applicable);
7. Duct and register materials, sizes and support methods for supply, return, outside air, environmental air, product conveying systems, commercial hoods and kitchen ventilation;
8. Vertical riser diagrams for all multi-story structures, for drain, waste and vent fittings (DWV), water, gas and mechanical ventilation systems;
9. Seismic restraint design and details of all required mechanical and plumbing elements (if applicable);
10. Locations and functions of all smoke/fire detectors and duct smoke detectors;
11. Locations of all smoke/fire dampers;
12. Location and programming of all control devices;
13. Waste and vent materials, sizing and isometric layouts;
14. Water supply and distribution materials, sizing, calculations and isometric layouts;
15. Indirect waste, materials, sizing, and cleanouts;
16. Fuel gas piping, design pressures, regulator locations, and shut-off valves (if medium or high pressure gas are to be used an approval letter from the gas provider is required);
17. Combustion air openings and details;
18. All gas venting sizing, terminations and details;
19. Cross-connection control devices;
20. Primary and Secondary Roof drainage piping plans and calculations; and
21. Sand, oil, and grease interceptors with calculations.

**Electrical Plans for the scope of work should include the following:**

1. Electrical site plan identifying all site lighting, utility transformer(s), service location(s), emergency generator location(s) and fire pump(s);
2. Electrical floor plans for lighting, power, communications and all special systems with all circuits clearly identified;
3. Provide 1/4" = 1'-0" scale drawings of all electrical rooms, elevator machine rooms, generator rooms and fire pump rooms;
4. Electrical symbol schedule and legend;
5. Switchboard and panel board schedules with Ampere Interrupting Capacity (AIC) ratings, specifications and loads clearly shown;
6. Provide electrical specifications for all HVAC and Refrigeration equipment and all other mechanical equipment;
7. Lighting fixture schedule;
8. Show locations of all normal and emergency panel boards and distribution equipment, etc.;
9. Power distribution plans and single-line diagrams indicating size and types of all transformers, conduit, conductors, over-current protection, grounding and bonding for all distribution boards, switchboards, panels and services, including all electric utility information;
10. All raceways, wiring methods, materials, feeder sizes, and circuits;
11. All over current protection;
12. Bus bracing fault-current calculations;
13. Complete electrical load calculations;
14. Seismic restraint design and details of all required electrical elements (if applicable);
15. Protection of emergency and standby systems;
16. All egress illumination and egress identification;
17. All systems supplied by emergency and standby power; and
18. Location of emergency lighting with photometric justification.

**PERMITS**

Permits for construction will only be issued after the Phased Permit Building application has been submitted, reviewed and approved. Only one job card/permit and construction binder will be issued. Work is authorized for each phase by the approved plans.

Close control will be maintained to assure that the latest approved plans are on the job site and that construction does not proceed beyond the permitted scope of work. Construction will be stopped if it progresses beyond the scope of work for which permits have been issued.

**DEMOLITION PERMITS:**

The demolition phase may be approved by the local Deputy State Fire Marshal; If it is too complex or time consuming then the plan can be submitted to the plan review office; Provide a complete demolition plan that includes site, staging, and any alternate egress plans for existing building in proximity of the construction site.

**GRADING PERMITS:**

1. A phased permit for grading only may be obtained separately for the entire project site. This permit includes excavation only for the foundation and may include on-site drainage channels and underground box culverts.
2. If a site contains multiple buildings, a grading permit will be required for the entire site. Grading permits will not be issued for partial sections.

**SUBMITTAL PACKAGE**

Construction design plans and supporting documents must be prepared, wet or electronically signed and stamped by a California registered architect or professional engineer (as applicable for the discipline involved). All plans shall be drawn to scale on the same size sheets, bound, and must weigh less than 40 pounds.

A contractor licensed under the provisions of the Contractors State License Board may prepare and submit his own plans, provided that the plans are signed by the contractor and meet the conditions specified in Contractor State Licensing Boards Laws and Regulations.

**SUBMITTAL PROCEDURES**

All submittals must be submitted in person or mailed to:

CAL FIRE – Office of the State Fire Marshal  
Fire and Life Safety Division, Plan Review Section  
1131 "S" Street  
Sacramento, CA 95811  
(916) 445-8550

For further Information please visit: <http://osfm.fire.ca.gov/firelifefafety/firelifefafety.php>