



Fire Department

401 South Broadway
Redondo Beach, California 90277
www.redondo.org

tel 310 318-0663
fax 310 376-3407

BUILDING FIRE PLAN REVIEW SUBMITTAL CHECKLIST

PROJECT INFORMATION

Project Name: _____ **Date:** _____

Site Address: _____

Building Occupancy/Use: _____

The objective of this submittal checklist is to improve the quality and completeness of the construction documents being submitted, which will result in less review time, fewer resubmittals and quicker building permit approvals.

This document lists elements that are required to be reviewed, completed and submitted with the construction documents proposed for a building permit (as they apply). The Fire Department will use this checklist throughout the required plan submittal to determine the minimum fire code requirements in a submittal package. This will assist and help identify deficiencies in the construction documents prior to submitting for a building permit. To ensure acceptance of plans, it is imperative that this checklist be carefully reviewed by the architect or city approved designer to verify completeness of the submittal package prior to submitting. Please note that incomplete submittals will be rejected and the applicant will not be allowed to submit the documents for a building permit. The applicant will be required to correct the deficiencies in the submittal package. The building permit application will not be accepted until all related deficiencies have been addressed and corrected.

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SECTION 1.0 – ITEMS REQUIRED FOR ALL PERMITS AS THEY RELATE

Provided

Yes No N/A

- Building Permit application
- Building Plans – Architectural plans must be stamped and signed by a California licensed architect or as approved otherwise by the City of Redondo Beach. The following require stamped and signed plans and calculations by a California licensed engineer in their respective disciplines: structural, civil, geotechnical, plumbing, and mechanical or as approved otherwise by the City of Redondo Beach
- Specification Books – When not incorporated within building plans
- Site Grading Plans
- Site (specific) water (fire) flow letter at associated connected address or hydrants protecting the property (obtained from the respective water purveyor)
- Copy of this checklist with all applicable boxes checked

SECTION 2.0 – ITEMS REQUIRED ON PLAN “COVER SHEET”

Provided

Yes No N/A

- Vicinity Map
- Land Use Zone
- Code Analysis including the following items:
 - 1. Building Floor Areas (analysis of allowable areas)
 - 2. Building Height (to the tallest point)
 - 3. Building Construction Type
 - 4. Fire suppression system (when applicable)
 - 5. Fire alarm system installation if to be installed (when applicable)
 - 6. Building Occupancy Group or Groups
 - a. Information must be provided to identify if using separated or non-separated use option.
 - 7. Building setbacks from property line and other building on the site
 - a. Identify any exterior wall, project, parapet or opening protection
 - 8. Exiting analysis including:
 - a. Occupant load breakdown (per floor, per area, etc.)
 - b. Exit width requirements for each exit component

SECTION 3.0 – ITEMS REQUIRED ON CIVIL/SITE PLANS

Provided

Yes No N/A

- Adjoining street(s) & names
- Street address of site
- Fire hydrant locations with distance dimensioning (existing and proposed)
- Fire Department access including roadways (dimensioned)
- Locations of existing buildings
- Location of curb cuts & service drive from the street(s)
- Curb cut construction details & dimensions
- Fencing, barriers, barricades, bollards (type), gates (widths)
- Location of any obstructions (i.e. water bodies, etc.)
- Property boundaries and dimensions

- Public and private easements
- Existing and proposed contour lines
- Parking stall types delineated & dimensioned (included handicapped stalls)
- Sidewalks, stairs, ramps, walls, etc.
- At-grade mechanical/electrical equipments
- Trash receptacles
- Exterior site lighting
- On site existing utility and extension locations for power/gas
- Potable water line location and sizes
- Building sewer line and location

SECTION 4.0 – ITEMS REQUIRED ON LANDSCAPE IRRIGATION PLANS

Provided

Yes No N/A

- Location of trees, shrubs including any existing (obstructions)
- Other fire access features (berms, swales, ponds, foundations, etc.)
- Location of fences, gates, etc., (including lock type/s)

SECTION 5.0 – ITEMS REQUIRED FOR ARCHITECTURAL REVIEW

Provided

Yes No N/A

Architectural Plans

- Building key plan
- Building Type Identified
- Floor plans (labeled usage of all rooms including fire command room)
- All occupancies identified
- Assembly occupancy load signage
- Seating & furniture layouts
- Roof plans and details
- Elevations (all sides)
- Wall sections & details
- Opening schedule (including door/window size, ratings, U-factors)
- Door hardware identified (ADA, panic, access/egress controlled, etc.)
- Finish schedules
- Fire resistive assembly construction and penetration details
- Fire doors
- Horizontal exits identified
- Shaft details (for stairs, through roof, elevator, pits, kitchen, utility, mechanical)
- Stair details
- Location of LPG, Medical, combustible/flammable, toxic & inert gases
- Standpipe locations
- Fire Sprinkler riser locations
- Fire pump, tank/reservoir locations
- Smoke and heat vents (locations and sizes, (When Applicable))
- Emergency generator and fuel tank location (When Applicable)

Provided

Yes No N/A

- Specifications (these may be contained within a separate document)
- Key box ("Knox Box") location (includes elevation)
- Fire Extinguisher locations, size, types (which include mounting height)

Accessibility Information

- Ramps, doors, passages & clearances
- Dimensions to show compliance
- Accessible toilets, lavs, baths, etc.
- Accessible public amenities plus signage

High Piled Combustible Storage

- Protected Openings (in 1 hour walls)
- Total square footage of aggregate H.P. storage area
- Usable storage height each area
- Commodity classifications, locations, banded, encapsulated
- Commodity clearance to sprinkler deflectors (ESFR or standard sprinklers)
- Fire department access doors
- Racks, Shelve, Bin (types, tiers, rows, aisles, etc)
- Building support column protection (exposed interior & outside walls)
- Type, location, specification of Smoke/Heat removal
- Curtain board system

Hazmat Information (when applicable)

- Hazardous materials list (reference and complete UNIDOC Form)
- Hazmat report (prepared by an approved consultant)
- Dispensing Open system, closed system, storage
- Control areas identified
- Hazmat plan

SECTION 6.0 – ITEMS REQUIRED ON MECHANICAL PLANS

Provided

Yes No N/A

- Mechanical heating and cooling equipment schedule which includes CFM
- Supply and return duct locations
- Fire and smoke damper locations & listed assemblies
- Refrigerant name, classification, and quantity (lbs) per 1,000 cf of occupied space (where any component containing refrigerant is located indoors).
- Refrigeration machinery rooms and design details (when applicable)
- Access and location to mechanical equipment on roofs of building
- Kitchen exhaust hoods and ducts, type, (location, sizes, cfm and make up air)
- Kitchen equipment under hoods (type and location)
- Medical gas systems
- Medical gas room ventilation, (locations, type, size & related equipment)
- Smoke evacuation system
- Elevator operating system
- Emergency system exhaust piping
- Fire Sprinkler supply main/s locations

SECTION 7.0 – ITEMS REQUIRED ON PLUMBING PLANS

Provided

Yes No N/A

- Medical gas room piping (sizes, locations, sources & related valves & equipment)
- Fuel systems piping

SECTION 8.0 – ITEMS REQUIRED FOR ELECTRICAL VERIFICATION

Provided

Yes No N/A

- Building service line
- Electric Fire Pump service line
- Panels identified
- Standby and emergency power source (locate and identify fixtures and equipment as required for a specific occupancy)
- Specialty electrical equipment details for the individual occupancy (i.e. elevator, hazardous materials, etc.)
- Exit signage
- Emergency egress lighting locations, type
- Battery charging and systems
- Smoke detectors (type and location) for control of:
 - 1. Smoke control
 - 2. Fire/smoke dampers
 - 3. Fire and/or smoke doors
 - 4. Elevator operation
- Fire alarm panel location
- Voice alarm & communications control room
- Site lighting (outlet and equipment layout)
- Areas designated as hazardous, fire, medical, etc.
- Electrical cabinets and equipment

COMMENTS & SPECIAL CONDITIONS:
