



**CITY OF LONG BEACH**  
 Department of Development Services  
 BUILDING AND SAFETY BUREAU  
**TENANT IMPROVEMENT GROUP A**  
**FIRE PLAN REVIEW CHECKLIST**



**DATE:** \_\_\_\_\_

<b>INFORMATION</b>	PROJECT NO.:	EXPIRATION DATE:			STATUS:		
	PROJECT ADDRESS:	VALUATION:					
	WORK DESCRIPTION:						
	APPLICANT'S NAME:	TEL. NO.:					
	USE	OCCUPANCY GROUP	FLOOR AREA	OCCUPANT LOAD	TYPE OF CONSTR.	NO. OF STORIES	FIRE SPRINKLER

  

<b>INSTRUCTIONS</b>	<p>Your application for a permit, together with plans and specifications, has been examined and you are advised that the issuance of a permit is withheld for the reasons hereinafter set forth. The approval of plans and specifications does not permit the violation of any sections of the Fire Code, Building Code, other local ordinances or state laws.</p> <p>In an effort to streamline the plan review process, please follow the steps outlined below to ensure that there is no delay in processing your application and reviewing your responses to these plan check comments.</p> <ul style="list-style-type: none"> <li>Comments with circled item numbers apply to this plan check.</li> <li>Revised plans and calculations shall incorporate or address all comments marked on the original checked set of plans, calculations, and this plan review checklist. Provide a written response to each comment and show where and how it has been addressed. Identify the sheet number and detail or reference note on the revised plans where the corrections are made. Time spent searching for the corrected items on the revised plans or calculations will delay the review and approval process. Once all comments on the plans, calculations, and this checklist have been addressed, contact the plan check staff to <b>SCHEDULE AN APPOINTMENT</b> to review the changes made.</li> </ul> <p>PLAN REVIEWER: _____ TEL. NO.: _____ 562-570-_____</p> <p>ADDRESS: _____ 333 W. OCEAN BLVD., 4<sup>TH</sup> FLOOR, LONG BEACH, CA 90802</p> <p>EMAIL: _____ @longbeach.gov WEBSITE: _____ www.lbds.info</p> <p>Should you have any questions or need clarification pertaining to the comments made on your project, you may contact the plan check staff by telephone from 7:30 AM (8:30 AM Wed) to 4:30 PM (T W TH F).</p> <ul style="list-style-type: none"> <li>Bring the original checked set of plans and calculations along with this checklist to the appointment meeting. Do not schedule an appointment meeting with the plan check staff until all comments have been addressed.</li> <li>We will ensure that the appointment meeting or re-submittal of the plans for recheck will proceed as expeditiously as possible. If an impasse is reached during the appointment meeting, you may request that the plan check supervisor be summoned for a 2<sup>nd</sup> opinion or to attempt to resolve and/or clarify the matter.</li> <li>Major revisions to the plans that necessitate additional review time may be subject to re-submittal and additional plan check fees as authorized by Section 18.05.040 of the Long Beach Municipal Code.</li> <li>Reviewed plans and/or calculations not picked up within 60 days of notice will be discarded.</li> </ul>
	<p><b>NOTE</b></p> <p>Numbers within the parenthesis ( ) refer to the section of the applicable code. 2013 California Building Code (CBC). 2013 California Fire Code (CFC). 2013 California Electrical Code (CEC). Long Beach Municipal Code (LBMC). Health and Safety Code (HSC). Table (T). California Code of Regulations Title 19 (CCR T-19) National Fire Protection Association 13, 2013 ed (NFPA)</p>

**A. PERMIT APPLICATION**

1. Provide a fully dimensioned site plan to scale on the plans. Include the following information as applicable: fire separation distance or setback of building to property lines or other buildings on the lot, lot size and dimensions, street center line, alley, # of parking spaces, location of all other buildings on the lot, legal description, easements, utility lines, etc.
2. Provide complete information for (applicant) (owner) (engineer) (architect) (\_\_\_\_\_) on the first or title sheet of the construction documents.
3. Separate permit application is required for the following items:
  - a. (Fire Alarm/Fire Sprinkler) work
  - b. (\_\_\_\_\_)
4. Note on plan: The current prevailing building and construction codes in the City of Long Beach as follows: The **2013** Edition of the California Building Code, **2013** Edition of the California Mechanical Code, **2013** Edition of the California Electric Code, **2013** California Fire Code, Title 19 California Code of Regulations and Title 18 of The Long Beach Municipal Code.

**B. ADMINISTRATION**

1. The final set of construction documents must be stamped by the following department/bureau/agency:
  - a. Planning Bureau
  - b. Water Department
  - c. Health Department
  - d. \_\_\_\_\_
2. Each sheet of the construction documents must bear the signatures, registration number and expiration date of the registered design professional in responsible charge licensed in the State of California.
3. Three final set(s) of construction documents will be required during permit issuance. Construction documents must be:
  - a. Quality blue or black line drawings with uniform and light background color.
  - b. Max. 36' x 48" size with min. 1/8" lettering size.
  - c. Sticky back details must produce prints without contrasting shades of background color.
4. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the Fire Code and relevant laws,

ordinances, rules and regulations as determined by the fire code official: (CFC 105.4.2)

5. Provide the following building data on the Title Sheet:
  - a. Project description/Scope of work
  - b. Building/Project area (show building area < allowable area per CBC Table 503)
  - c. Occupancy group(s): new (N) & existing (E)
  - d. Use(s): (N) & (E)
  - e. Type of construction(s)
  - f. Number of story(ies)
  - g. Occupant load
  - h. Required & provided number of exits
  - i. Maximum travel distance
  - j. Common path of travel
  - k. Height
  - l. Type of fire sprinklers system, if any.
  - m. Type of fire alarm system, if any.
  - n. \_\_\_\_\_
6. Remove all plans, details or notes that do not pertain to the project from the final set of construction documents.

**C. GENERAL PROVISIONS**

1. Approved no smoking signs shall be posted on all stages and platforms of Group A occupancies. Show locations on plans.
2. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, contrasting with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke of .5 inches. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. (CFC 505.1)
3. Where access to or within a structure or area is restricted, a key box shall be installed in an approved location/s. For existing key boxes, updated keys shall be provided. (CFC 506.1)
4. A working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment. Door into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording. (CFC 605)

#### D. USE AND OCCUPANCY

1. Specify on floor plans uses, occupancy and areas of all rooms.
2. Where mixed occupancy buildings contain incidental use areas, the following shall apply:
  - a. Clearly identify on plans whether there are any incidental use areas that are separated from other portions of the building pursuant to CBC T-508.4.
  - b. The protection used for incidental use areas may include automatic fire sprinklers, fire-resistance rated construction, or both. Identify such protection in the incidental use areas on each floor plan.
3. Where mixed occupancy buildings contain nonseparated uses, the following shall apply:
  - a. Clearly identify on plans whether nonseparated uses will be utilized pursuant to CBC 508.3.
  - b. Clearly acknowledge on the plans that the use of nonseparated occupancies requires the most restrictive provisions of CBC 403 and Chapter 9 to apply to the entire building.
  - c. The adjoining nonseparated uses must be clearly identified on all floor plans, including the boundary of such areas
  - d. The project must be designed to meet the requirements of the more restrictive occupancy for the following: (Area) (Height) (Egress) (Fire Sprinklers) (Other)
4. Where mixed occupancy buildings contain separated uses, the following shall apply:
  - a. Clearly identify on plans the boundary of each adjoining occupancy that will be separated pursuant to CBC 508.4 and T-508.4.
  - b. Fire-resistance rated walls used to separate adjoining occupancies shall be constructed as fire barriers in accordance with Section 707; fire partitions shall not be allowed. (CBC 508.4.4.1)
  - c. Fire-resistance rated floor-ceiling assemblies used to separate adjoining occupancies shall comply with CBC 712. (CBC 508.3.3.4.1)
5. Where mixed occupancy buildings contain accessory areas, the aggregate area of all accessory areas within a single occupancy shall not exceed 10% of the floor area of the primary occupancy. (CBC 508.2.1)

#### E. INTERIOR WALLS

1. Clearly label and identify on plans (fire walls, fire barriers, fire partitions, shafts, smoke barriers, and

smoke partitions), along with their fire-resistance ratings. Provide a legend.

#### F. INTERIOR FINISH, DECORATIVE MATERIALS AND FURNISHINGS

1. Interior walls and ceiling finishes shall be classified in accordance with Section 803 of the California Building code. Identify the classification of interior walls and ceiling finishes based on CFC Table 803.3.
2. Textile wall coverings shall comply with CFC 803.5.1.
3. Expanded vinyl wall or ceiling coverings shall comply with the requirements of either CFC 803.6 (1,2,3 or 4)
4. Foam plastic materials shall not be used as interior wall and ceiling finish unless specifically allowed by CFC 803.7.1 or 803.7.2.
5. Foam plastic shall be allowed for trim in accordance with CFC 804.2.
6. High-density polyethylene (HDPE), when used as an interior finish, shall comply with CFC 803.1.2.
7. Site fabricated stretch systems shall comply with the requirements of CFC 803.1.1 or 803.1.2. (CFC 803.9)
8. Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall meet the flame propagation performance criteria of California Code of Regulations, Title 19, Division 1 in accordance with CFC 807.2 or be noncombustible.
9. Acceptance criteria and reports. Where required to be flame resistant, decorative materials shall be tested by an approved agency and meet the flame propagation performance criteria of NFPA 701, or such materials shall be noncombustible. Reports of test results shall be prepared in accordance with NFPA 701 and furnished to the fire code official upon request. (CFC 807.2)
10. Note on plans or finish schedule: "Wall, floor and ceiling shall not exceed the flame spread classifications in CBC T-803.9".
11. In every Group A occupancy, all drapes, hangings, curtains, drops, and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal. Exits, exit lights, fire alarm sending

stations and fire extinguisher locations shall not be concealed, in whole or in part, by any decorative material. (T-19, Div. 1, Chapter 1, Subchapter 1, Article 3, Section 3.08)

## G. FIRE PROTECTION SYSTEMS

1. An approved automatic sprinkler system is required throughout the (entire building) (fire area) where the (building) (fire area) contains the following: (CFC 903.2 LBMC)
  - a. Has a(n) \_\_\_\_\_ occupancy; and/or
  - b. Has a fire area over \_\_\_\_\_ sq. ft.; and/or
  - c. Has over \_\_\_\_\_ occupant load.
2. Fire area. The total fire area of buildings shall be computed without regard to fire barriers and floors of less than four (4) hour fire resistive construction without openings. (LBMC 18.48.380)
3. An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group A occupancies as provided in this section. (CFC 903.2.1)
4. Class I automatic wet standpipes shall be provided in nonsprinklered Group A buildings having an occupant load exceeding 1,000 persons, except in open-air-seating spaces without enclosed spaces. (CFC 905.3.2)
5. Portable fire extinguishers shall be installed in new and existing Group A occupancies. (CFC 906.1)
6. A minimum of one 2A 10-B:C shall be provided on each floor level, conspicuously located, along normal paths of travel and within 75 feet travel distance. (CCR, Title 19, Division 1, Section 567 (a) through (k))
7. Size and distribution of portable fire extinguishers shall be in accordance with Sections 906.3.1 through 906.3.4. (CFC 906.3)
8. For purpose of Section 907 firewalls and fire barrier walls shall not define separate buildings. (CFC 907.1.4)
9. A manual fire alarm system that activates the occupant notification system in accordance with Section 907.6 shall be installed in Group A occupancies having an occupant load of 300 or more. (CFC 907.2.1)
10. Activation of the fire alarm in Group A occupancies with an occupant load of 1,000 or more shall initiate a

signal using an emergency voice/alarm communications system in accordance with 907.6.2.2 (CFC 907.2.1.1)

11. Add a note on plan: "This building must be equipped with an automatic fire extinguishing system complying with (NFPA-13) The sprinkler system shall be approved by Fire Plan review prior to installation." (CFC 903.3.1)

## H. EXITS

1. Submit an exit analysis plan that labels and clearly shows compliance with all required egress features such as, but not limited to, common path of travel, required number of exits, occupant load, required width, continuity, travel distance, etc. (CBC 1001.1)
2. Every room or space that is an assembly occupancy shall have the occupant load posted in a conspicuous place near the main exit of the room. (CBC 1004.3)
3. Show layout of fixtures, furniture, appliances, and /or equipment layout on floor plans. Maintain a minimum clear width of 36 inches. Floor plans with exit width shall be not less than permitted by CBC 1005. The net dimension (clear width) shall be used in determining exit width. (CFC 1004.2)
4. In places of assembly, the seats shall be securely fastened to the floor. See exceptions in CFC 1028.12.
5. Loose seats, folding chairs or similar seating facilities shall be bonded in groups of three when 200 chairs or more are provided, except when the occupancy is used for dining or similar purposes. When in the opinion of the enforcing agency, bonding of chairs shall not be required when the placement and location of such chairs do not obstruct any required exit or any line of egress toward required exits and do not constitute a fire hazard. (T-19, Div. 1, Chapter 1, Subchapter 1, Article 3, Section 3.06)
6. In a two-story building, two exits or more are required when occupant load exceeds 30 or, common path of egress travel exceeds 75'. (CFC 1021.1, CFC T-1021.1)
7. The number of exits shall comply with CFC T-1015.1, T-1021.1 and T-1021.2.
8. Rooms with a common path of egress travel exceeding that allowed in CFC 1014.3 shall have two separate and distinct means of egress.

9. In single-story buildings, two or more exits are required when criteria in CFC T-1015.1, T-1016.1, T-1019.1 or T-1021.1 are exceeded. (CFC 1015, 1016, & 1021)
10. Two exits or more are required when the occupant load of a room or space exceeds the criteria in CFC T-1015.1 or T-1016.1. (CFC 1015 & 1016)
11. When two exits are required from a building or area, they shall be separated by one-half (one-third if sprinklered throughout) the diagonal dimension of the building or area served. (CFC 1015.2.1)
12. Travel distance to reach an exit shall not exceed that allowed in CFC T-1016.1.

#### **I. CORRIDORS**

1. Corridors shall be fire-resistance rated in accordance with Table 1018.1. The walls shall comply with Section 709 for Fire Partitions. (CFC 1018.1)
2. Corridor width shall be not less than (96") (72") (44") (36"). (CFC 1018.2)
3. In fully sprinklered office buildings, corridors may lead through enclosed elevators lobbies, provided all areas of the building have access to an exit, without passing through an elevator lobby. (CFC 1018.6 EXCEPT 2)
4. Dead end corridors shall not exceed 20' (50') in length. (CFC 1018.4)

#### **J. DOORS**

1. Each leaf of door in the means of egress shall provide 32" clear opening and a min. height of 6'-8", but in no case shall any swinging door leaf exceed 48". (CFC 1008.1.1)
2. Doors serving an occupant load of 50 or more persons or hazardous rooms or areas shall swing in the direction of exit travel. (CFC 1008.1.2)
3. In buildings of Group A occupancy having an occupant load of 300 or less and in places of worship, the main exterior doors are permitted to be equipped with key-operated locking devices from the egress side provided:
  - a. The locking device is readily distinguishable as locked;
  - b. A readily visible durable sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN

BUILDING IS OCCUPIED. The sign shall be in letters 1 inch high on a contrasting background; and

- c. The use of the key-operated locking device is revocable by the building official for due cause. (CFC 1008.1.9.3)
4. Revolving, sliding or overhead doors shall not be used as exit doors. (CFC 1008.1.2)
5. Show that power operated doors are capable of being manually opened to permit exit travel in the event of a power failure. (CFC 1008.1.4.2)
6. Means of egress doors shall be readily distinguishable from the adjacent construction and finishes such that the doors are easily recognizable as doors. Mirrors or similar reflecting materials shall not be used on means of egress doors. Means of egress doors shall not be concealed by curtains, drapes, decorations or similar materials. (CFC 1008.1)
7. Doors opening into the path of egress travel shall not reduce the required width to less than one half during the course of swing. When fully open, the door shall not project more than 7" into the required width. (CFC 1005.2)
8. Doors and their frames opening into a 1-hr. corridor shall be labeled 20-minute assemblies with smoke and draft control assemblies with self or automatic closers. (CBC 716.5.3)

#### **K. STAIRWAYS**

1. Stairs shall have a min. width of 44" (36"). (CFC 1009.1)
2. Door swinging over landing shall not reduce the width by more than 7" when fully open. When serving 50 or more, the door in any position shall not reduce the required width to less than one-half. (CFC 1008.1.5)

#### **L. OTHER COMPONENTS**

1. Where an egress court serving a building or portion thereof is less than 10' in width, the egress court walls shall have not less than 1-hr. fire-resistance-rated construction for a distance of 10' above the floor of the court. Openings within such walls shall be protected by opening protectives having a fire protection rating of not less than 3/4 hour. (CFC 1027.4.2)

